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FOREST SERVICE HANDBOOK
WASHINGTON

ORIGINAL

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FSH 6109.15 - POSITION CLASSIFICATION HANDBOOK

Amendment No. 3

POSTING NOTICE. Amendments to this title are numbered consecutively. Check the last transmittal received for this title to see that the above amendment number is in sequence. If not, order intervening amendments at once on form 1100-6. Do not post this amendment until the missing one(s) is received and posted. After posting retain this transmittal until the next amendment to this title is received. Place it at the front of the title.

Page Code	Superseded (Number of Sheets)	New (Number of Sheets)
(Entire Handbook)		
460 000 thru WG-7404-8--2	323	-
00--1 thru 46--1017	-	535

Digest:

02 - As a cost-saving process, mandates use of a standard position description (SPD) if an SPD is adequate; namely, the principal duties, knowledge requirements, and supervisory relationships are described and it covers 80 percent or more of the work situation. Also mandates use of an SPD for all trainee and cooperative education positions when there is an SPD established.

13.1 - Cross-references Forest Service interdisciplinary policy which is contained in FSM 6151.6.

16.1 - Authorizes use of Statement of Differences for two grade levels below the target grade as a work-saving tool.

Digest -- Continued:

16.2 - Authorizes Correction Notices to add or delete "Supervisory" designation from a title, as long as the appropriate supervisory duties are also added or deleted in the position description, and the change in supervisory duties does not affect the grade of the position.

17 - Consolidates information on filing classification appeals into one place in the directives system to eliminate duplicate material.

17.11 - Establishes a formal Forest Service classification appeals process.

22 - Eliminates narrative format as an approved position description format.

30 - Incorporates the Research Scientist Career Plan and the procedural aspects of the research panel evaluation process.

46 - Adds approximately 130 new standard position descriptions.

R. MAX PETERSON
Chief

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

POSITION CLASSIFICATION HANDBOOK

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40 STANDARD POSITION DESCRIPTION SYSTEM -*

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POSITION CLASSIFICATION HANDBOOK

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03 POLICY

04 RESPONSIBILITIES -*

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POSITION CLASSIFICATION HANDBOOK

ZERO CODE

*-This handbook is provided to assist supervisors, employees, and personnel specialists in accomplishing their responsibilities in position classification. It includes methods used in the classification process, including classification of research scientist positions; shows how to write position descriptions; and provides examples of proper position description formats. It also includes procedures for correcting and/or amending position descriptions, in lieu of a complete redescription, and for establishing additional-identical positions. A major feature of the handbook is the chapter on the use of standard position descriptions, which includes approximately 250 standard position descriptions, covering many kinds of jobs in the Forest Service.

01 - AUTHORITIES. (FSM 6151.01.)

03 - POLICY. Each position that management establishes or changes must be described in writing, certified as accurate by the work supervisor, and classified, before an employee can fill it. A standard position description shall be used when the principal duties, knowledge requirements, and supervisory relationships are described, and it covers 80 percent or more of the work situation. The supervisor must determine that there is no appropriate standard position description before developing an individualized position description. Trainee and cooperative education employees must be assigned to standard position descriptions when there is a standard position description established (for example, GS-460-5 or GS-460-7).

Standard position descriptions for Service-wide use are in chapter 40.

04 - RESPONSIBILITIES

1. Work Supervisor. Responsibilities of the work supervisor are to:

a. Make job assignments and inform each subordinate employee of duties and responsibilities, and provide each employee with a copy of his or her position description. -*

*- b. Certify accuracy of the position description for each subordinate.

c. Inform each employee of the general basis of classification, availability of classification standards, and employee's appeal rights.

d. Promptly request position classification action when a subordinate's position changes substantially in duties or responsibilities.

e. At least annually, review subordinates' positions to ensure that position descriptions are current and accurate, and initiate required corrective actions.

2. Employee. Employees are responsible for bringing to the attention of the supervisor or servicing personnel office any significant differences between the position description and actual work being performed. -*

POSITION CLASSIFICATION HANDBOOK

CHAPTER 10 - FOREST SERVICE CLASSIFICATION PRINCIPLES, PRACTICES, AND TECHNIQUES

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*-11 - REQUIREMENT FOR WRITTEN OFFICIAL POSITION DESCRIPTION. Every position must have an official, written position description. A position description consists of:

1. Form AD-332, Position Description.

2. A written description of duties and responsibilities in the proper format.

3. An evaluation statement, if any.

4. A supplemental statement, if any.

5. A correction notice, if any.

The original AD-332 and attachments will be the official file copy retained at the office exercising the delegated classification authority.

12 - STANDARD OF ADEQUACY FOR POSITION DESCRIPTIONS. The Federal Personnel Manual (FSH 6109.41 - FPM 511) states that a position description is adequate if it states the principal duties, responsibilities, and supervisory relationships of a position sufficiently clearly and definitively to provide information necessary for its proper classification when considered by one familiar with the occupational field involved and the application of pertinent classification standards.

A Forest Service position description is considered adequate when:

1. It describes the major duties and responsibilities in the work situation in proper format and covers at least 80 percent of the work.

2. It contains the AD-332 with required certifications and the narrative description.

3. The description is neutral as to gender. A specific gender is appropriate only in situations which meet the criteria in FSH 6109.41 - FPM 332, subchapter 4. -*

VI

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13 - INTERDISCIPLINARY AND INTERCHANGEABLE POSITIONS

13.1 - Interdisciplinary Positions. Professional positions should be classified as interdisciplinary to the maximum extent possible within OPM guidelines in the Introduction to the Position Classification Standards and in accordance with Forest Service policy in FSM 6151.6.

13.2 - Interchangeable Positions. Establishing interchangeable positions is a technique which allows management flexibility in filling positions. The concept of interchangeable positions is based on the principle that management can sometimes structure a position in more than one way to accomplish the same work. It allows a position to be designed as either professional or nonprofessional to allow concurrent recruitment rather than sequential recruitment.

A single position description cannot be classified as "interchangeable." Two separate position descriptions must be written and classified, and the duties, responsibilities, and required knowledges, skills, and abilities must be identified for each position description. This establishes the basis for two different classifications. If there are essentially no differences between the two position descriptions, there is no basis for classification in two different types of series (for example, professional and technician or professional and administrative).

14 - IMPLEMENTATION OF NEW CLASSIFICATION STANDARDS. New classification standards will be implemented within six months of receipt, unless the Forest Service establishes a different implementation date. This includes all changes to standards, such as new evaluation factors, new series coverage, and new titling instructions. Upon receipt of new Factor Evaluation System (FES) standards by the Personnel Office, the supervisor shall rewrite all positions in the specific series in the factor format. The Personnel Office must classify all affected positions in accordance with new standards or guides no later than the prescribed date for each standard.

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*- As positions are classified in accordance with new classification standards or guides, use the letter X as the first digit of the position number in block 3, Form AD-332, Position Description. The X should be used in position numbers for all positions classified in accordance with new or revised standards or guides issued since May 1977, the date when the Mail and File Clerk Series, GS-305, was issued. The Washington Office will monitor standards implementation through MARS, using the X number to retrieve the data.

15 - SUPERVISORY CERTIFICATION OF POSITION DESCRIPTIONS. The immediate work supervisor must certify an official position description as accurate. The certification is printed on Form AD-332, Position Description, and reads as follows:

> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

The work supervisor who designates the duties to be performed shall sign this certification and shall be held responsible for position description accuracy. Higher level supervisors are also attesting to this certification when they request the filling of a vacant position. Supervisors may be disciplined for false certifications.

15.1 - Recertification of Position Descriptions. Position descriptions must be recertified by both the supervisor and a classifier each time there is a request to fill a vacant position. The supervisor must certify that the position description reflects the duties and responsibilities assigned to the position. The classifier must reevaluate the position in light of any changes in the organization and classification standards. -*

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16 - SHORTCUTS IN POSITION CLASSIFICATION. Supervisors and classifiers should utilize available tools and shortcuts to facilitate the preparation and classification of position descriptions to the maximum extent possible.

16.1 - Statement of Differences. A statement of differences may be used in lieu of a full position description when a target position will be underfilled and when no standard position description is appropriate. The target position must always be fully described, and a statement of differences may be used for no more than two grade levels below the target grade.

The statement of differences must state how the the duties and responsibilities in the target position are modified for the interim period (see ex. 1 at end of this chapter). If the position is in FES format, the statement of differences must address individual factors that are affected. A form AD-332 for the lower grade position must be completed with its own position number. The statement of differences and the complete target position description are attached to the form AD-332 to complete the position description. The form AD-332 for interim and target positions should bear a remark "not to be filled concurrently with _________."

The classification delegate should determine how the modifications affect the grade and, when appropriate, document in an evaluation statement or an addendum to the original evaluation statement.

16.2 - Correction Notices. Form FS-6100-13, Position Description Correction Notice, is the only authorized correction notice in the Forest Service (see ex. 2 at end of this chapter). It can be used for changes in organization code, duty station, or minor changes in duties or factors, where the changes do not impact the classified series or grade. A correction notice may be used to add or delete the "Supervisory" title designation, as long as the appropriate supervisory duties are also added or deleted in the position description, and the change in supervisory duties does not affect the grade. The classification delegate with authority to classify the position will approve correction notices. Correction notices may be used on standard position descriptions in accordance with the above direction.

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*-16.3 - Additional-Identical Positions. The filling of additional-identical (AI) positions is appropriate in situations such as the following:

1. When workload increases under one supervisor warrant filling an additional position to perform work identical to work being performed in an already existing position.

2. When the pending separation or transfer of an employe requires immediate appointment of a replacement.

3. When an employee is on extended leave or detail and someone is appointed to perform the duties until the person returns.

A copy of the existing form AD-332 and position description can be used as documentation. A new position number must be assigned to the AI position and placed on the copy of the original document. Supervisory and classification certifications are required for each AI position established.

16.4 - Standard Position Descriptions. The standard position description (SPD) system, established in chapter 40 of this handbook, should be used to the maximum extent possible. Use of standard position descriptions is mandatory if an adequate SPD exists.

17 - CLASSIFICATION APPEALS

17.1 - General Schedule Appeals. A General Schedule employee may appeal the classification of his or her position directly to the Office of Personnel Management (OPM), or may appeal to the Forest Service or to the Department of Agriculture before appealing to OPM (FSH 6109.41 - AGPM-511, Subchapter 6).

17.11 - Appeals Within the Forest Service. Employees may initiate a classification appeal within the Forest Service by sending a letter to the next higher level office than the one that made the original classification determination under delegated authority. For example, Regions will make the final decision on appeals from employees whose positions were -*

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*- classified by a Forest classifier. Washington Office employees can submit a formal classification appeal to the Washington Office Personnel Management Staff. The adjudicating office must notify the appellant of its decision in writing. This decision is appealable to the USDA Office of Personnel or OPM.

17.12 - Appeals to the Department of Agriculture. Employees may initiate a classification appeal to the Department of Agriculture by sending a letter to the Director of Personnel, Department of Agriculture. The Department will notify the appellant of its decision in writing. This decision is appealable to the OPM, but is not appealable to the Forest Service.

17.13 - Appeals to the Office of Personnel Management (OPM). Employees may appeal the classification of a position to the Office of Personnel Management at any time, and need not appeal first to the Forest Service or the Department of Agriculture. The appeal should be sent to the appropriate regional office of OPM, or to its headquarters if the appellant is in the Washington Office. The Office of Personnel Management will notify the appellant of its decision in writing. This decision is not subject to further appeal.

17.2 - Appeals Under the Job Grading System for Trades and Labor Occupations. An employee whose position is in the trades, crafts, or labor occupations must use the Forest Service review procedure before appealing to the Office of Personnel Management.

17.21 - Forest Service Job Grading Review System. The review level for job grading appeals from employees in trades, crafts, or labor occupations will be one level higher than the office that made the original grade level determination under delegated classification authority. For example, a Region will make the final decision on appeals from employees whose positions were classified by a Forest classifier. The adjudicating office must notify the appellant of its decision in writing. This decision is appealable to OPM.

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*- If a Region, Station, or Area fails to issue a final decision within 60 days after the appellant files the appeal, the appellant may request the Washington Office to adjudicate the appeal. Similarly, if the Washington Office fails to issue a final decision within 60 days of receipt of the appeal, the appellant may request that the Department's Office of Personnel assume jurisdiction of the appeal and issue a decision.

17.22 - Appeals to the Office of Personnel Management (OPM). An employee may file an appeal with the OPM only after the Forest Service has issued its decision. The appeal should be sent to the appropriate regional office of OPM, or to its headquarters if the appellant is in the Washington Office. The Office of Personnel Management will notify the appellant of its decision in writing. The decision is not subject to further appeal.

17.3 - Information to be Included With an Appeal. When filing an appeal under either the General Schedule or the Job Grading System for Trades and Labor Occupations, the appellant should submit:

1. Name and mailing address.

2. Location of official duty station.

3. Organizational unit to which appellant is assigned.

4. Present title, pay plan, series, and grade of the appellant's position.

5. The requested title, pay plan, series, grade, or other classification action requested.

6. A copy of the current position description and, if appropriate, a description of other work performed. Include a statement which indicates that the appellant considers the official position description to be a complete and accurate description of the work performed, if this is appropriate.

7. Reasons why the position is considered erroneously classified, or should be brought under or excluded from the General Schedule or the Job Grading System.

8. Any other information that may affect the appeal. Refer to any appropriate classification standards. -*

*- Upon receipt of a classification appeal, the Office of Personnel Management will normally request additional information from the appellant's servicing personnel office. The servicing personnel office is authorized to reply directly to OPM. Concurrently the servicing personnel office shall send two copies of the reply to the Washington Office, Personnel Management Staff, Classification and Pay Group. The Washington Office shall forward one copy to the Department of Agriculture. Personnel offices below the Washington Office level may modify this procedure by having their subunits submit copies to the Washington Office through channels. The timely submission of case files to the Washington Office for review is essential due to the potential for the establishment of Service-wide classification precedents as a result of appeal decisions.

17.4 - Appeal Decisions Changing Title, Series, or Grade of a Position. If an appeal decision is issued which changes the title, series, or grade of the position, the classification delegate on the unit where the position is located must confer with the classification staff at the next organizational level prior to implementing the classification certificate. This is necessary to ensure that the agency concurs with the decision, and does not plan to request reconsideration of the decision.

17.5 - Documentation of Appeal Decisions. When an appeal decision is issued, the personnel office shall attach a copy of the decision to the original copy of the position description. In addition, a notation should be made in the "Remarks" block of the AD-332 indicating that the position description contains a classification appeal certificate.

17.6 - Individual Notice of Appeal Rights. Whenever the grade of an occupied position is changed downward, the servicing personnel office shall notify the incumbent in writing of appeal rights, including time limits for filing.

18 - EXHIBITS

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*-Exhibit 1

STATEMENT OF DIFFERENCES

FORESTRY TECHNICIAN, GS-462-6
Position No. 509872
(Target Position - Forestry Technician, GS-462-7,
Position No. 509860)
(Target Position Description is Attached)

The assignments in the Forestry Technician, GS-462-6 position (Position No. 509872) are designed to prepare the incumbent to perform the duties and responsibilities in the target Forestry Technician, GS-462-7 position (Position No. 509860). The Nature of Assignment is essentially the same as in the target position. However, the assignments are made for developmental purposes, as well as production.

The supervisor provides guidance on new or unusual assignments, and assists the employees in determining the parameters of projects, and setting priorities and deadlines. The incumbent performs technical work under close supervision, with spot checks of work in progress. Completed work is reviewed thoroughly in terms of technical accuracy and adequacy. -*

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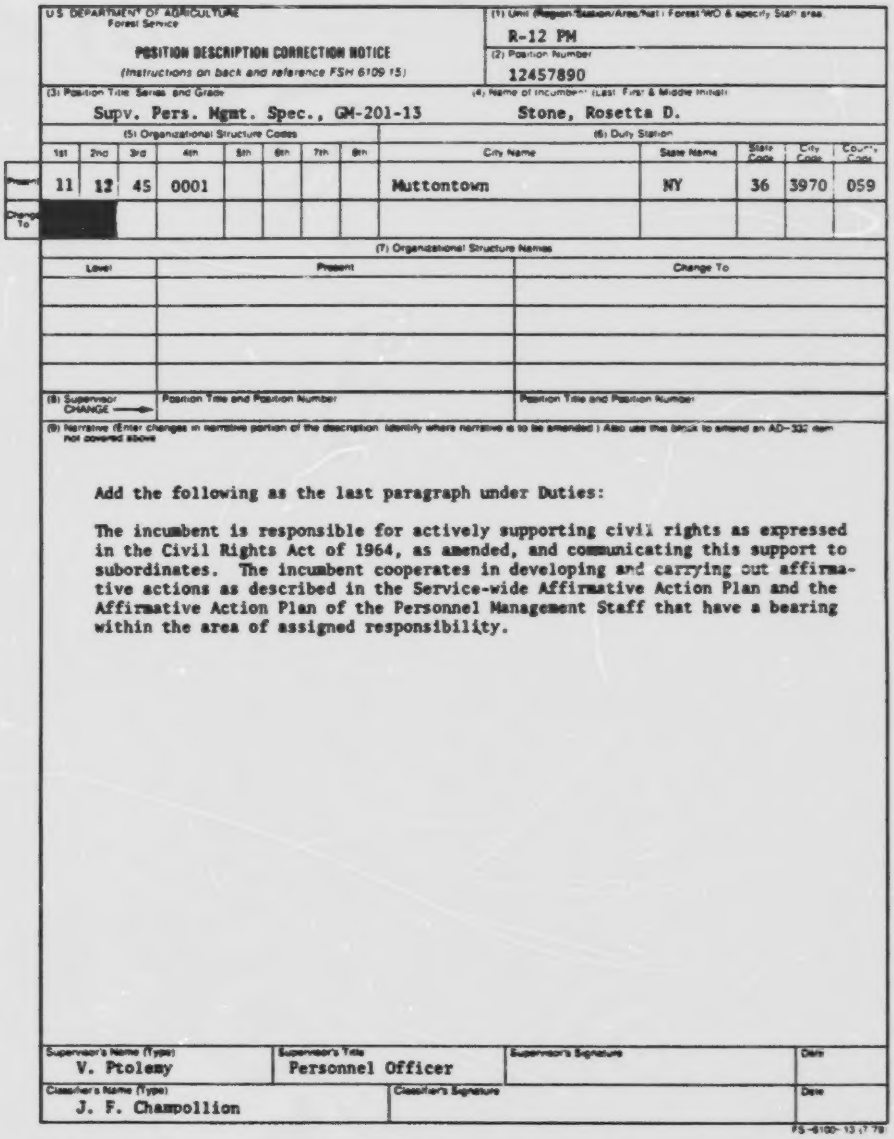
*-Exhibit 2



U S DEPARTMENT OF AGRICULTURE
Forest Service

POSITION DESCRIPTION CORRECTION NOTICE
(Instructions on back and reference FSH 6109.15)

(1) Unit (Region/Station/Area/Nat'l Forest/WO & specify Staff area: R-12 PM

(2) Position Number: 12457890

(3) Position Title, Series, and Grade: Supv. Pers. Mgmt. Spec., GM-201-13

(4) Name of Incumbent (Last, First & Middle Initial): Stone, Rosetta D.

	(5) Organizational Structure Codes								(6) Duty Station				
	1st	2nd	3rd	4th	5th	6th	7th	8th	City Name	State Name	State Code	City Code	County Code
Present	11	12	45	0001					Muttontown	NY	36	3970	059
Change To	[redacted]	[redacted]											

(7) Organizational Structure Names

Level	Present	Change To
(8) Supervisor CHANGE →	Position Title and Position Number	Position Title and Position Number

(9) Narrative (Enter changes in narrative portion of the description. Identify where narrative is to be amended.) Also use this block to amend an AD-332 item not covered above

Add the following as the last paragraph under Duties:

The incumbent is responsible for actively supporting civil rights as expressed in the Civil Rights Act of 1964, as amended, and communicating this support to subordinates. The incumbent cooperates in developing and carrying out affirmative actions as described in the Service-wide Affirmative Action Plan and the Affirmative Action Plan of the Personnel Management Staff that have a bearing within the area of assigned responsibility.

Supervisor's Name (Type) V. Ptolemy	Supervisor's Title Personnel Officer	Supervisor's Signature	Date
Classifier's Name (Type) J. F. Champollion		Classifier's Signature	Date

FS-6100-13 (7/78)

Unit Classification Files (Attach to AD-332)

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POSITION CLASSIFICATION HANDBOOK

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24 USE OF FORM AD-332, POSITION DESCRIPTION

25 PROCESSING POSITIONS CLASSIFIED UNDER WASHINGTON OFFICE AUTHORITY

26 PROCESSING POSITIONS CLASSIFIED UNDER REGION, STATION OR AREA AUTHORITY

27 EXHIBITS -*

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CHAPTER 20 - POSITION DESCRIPTION PREPARATION AND REQUIREMENTS

*- 21 - IMPORTANCE OF COMPLETE AND ACCURATE POSITION DESCRIPTIONS. In addition to documenting assigned duties and responsibilities of a position, establishing rates of pay, determining skill and knowledge requirements and criteria for selection to fill a position, and serving as the basic document for establishing performance standards, other determinations are made based on the position description. These include determinations of Fair Labor Standards Act status, early retirement coverage for firefighters and law enforcement officers, supervisory/managerial designations for probationary period, merit pay coverage, and need for submission of a statement of financial interest.

22 - APPROVED FORMATS. There are three approved formats for position descriptions.

1. Factor Evaluation System Format. The Factor Evaluation System (FES) format will be used for all GS and GM position descriptions, except research scientists. Supervisory positions will describe the supervisory responsibilities as part of the major duties section (see ex. 1 at the end of this chapter).

2. Format for Research Scientists. Research scientist position descriptions will be prepared in the format described in the "Guide for Preparing Research Scientist Position Descriptions."

3. Federal Wage System Format. The Federal Wage System format will be used for all positions describing work properly classified in accordance with the Job Grading System for Trades and Labor Occupations (see ex. 2 at the end of this chapter).

23 - MANDATORY INFORMATION FOR CERTAIN POSITION DESCRIPTIONS. Some types of positions require specific statements in the position description narrative. -*

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*23.1 - Supervisory Positions. Position descriptions containing supervisory duties and responsibilities must describe the nature and extent of the supervisory responsibilities, as well as the supervisor's civil rights responsibilities. The following paragraphs are provided as examples:

> Exercises the full range of supervisory duties for three or more subordinate employees at various grade levels. Performs the overall work planning, establishes work schedules and priorities, and assigns and reviews work. Personally discusses with subordinates the progress of the work and problem areas as they arise. Recommends employee status changes, such as promotions, reassignments, and other personnel changes. Approves leave. Sets performance standards and evaluates performance. Identifies training needed by subordinates, and ensures that training opportunities are provided. Resolves complaints or minor grievances, and advises employees on matters related to less than adequate performance. Keeps employees informed of management policies and goals.
>
> Actively supports the civil rights program in the unit, and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in the unit and those actions described in the Service-wide Affirmative Action Plan that have a bearing on the unit. Demonstrates and conveys to subordinates an understanding of and sensitivity to issues relating to civil rights within the unit.

23.2 - Firefighter and Law Enforcement Positions. Positions covered by firefighter and law enforcement retirement under the provisions of 5 U.S.C. 8336(c) must clearly specify the primary purpose of the position. New positions or categories of positions which have not been given general coverage by the Office of Personnel Management should be submitted to the Washington Office for concurrence by OPM in accordance with FSM 6183.

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*- 1. Primary positions. The duties of fireline positions and basic criminal investigation positions should clearly specify the primary purpose of the position. To avoid doubt, use such phrases as:

"The primary purpose of this position is firefighting."
or
"The primary purpose of this position is the investigation of violations or suspected violations of the criminal laws of the United States."

2. Secondary positions. Secondary positions should contain statements such as:

"The primary line of work of this position is fire management."
or
"The primary purpose of this position is administration of a program of investigation of violations of criminal laws of the United States."

Secondary positions must contain written requirements for firefighting or criminal investigation experience.

23.3 - Procurement Positions. Positions which require the incumbent to exercise purchasing or procurement authority require a statement such as the following in the duties portion of the position description:

> "Incumbent is responsible for ensuring that the procurement duties which he/she is assigned are implemented in accordance with the provisions of Sections 8 and 15 of the Small Business Act, as amended by Public Law 95-507, the provisions of Executive Order 12138 pertaining to women-owned business, and Public Law 96-302 pertaining to Federal contracts awards in labor surplus areas."

23.4 - Positions With Equal Employment Opportunity Collateral Assignments. Positions having EEO collateral assignments should include a paragraph describing these duties. Normally these duties should be added to, changed, or deleted from position descriptions using Form FS-6100-13, Position Description Correction Notice.

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*- 24 - USE OF FORM AD-332, POSITION DESCRIPTION. Complete Form AD-332, Position Description, in accordance with FSH 6109.31, MODE Manual. Document the following decisions on form AD-332 or on Form FS-6100-35, Supplemental Statement to Form AD-332, Position Description (see ex. 3 at the end of chapter).

1. Fair Labor Standards Act (FLSA) designation.
2. Supervisory/managerial determination.
3. Merit pay designation.
4. Statement of financial interest requirements.
5. Position security designation.
6. Early retirement coverage under 5 U.S.C. 8336(c).

25 - PROCESSING POSITIONS CLASSIFIED UNDER WASHINGTON OFFICE AUTHORITY

1. Field Line on Form AD-332, Position Description. Region, Station, or Area classifiers fill in blocks 10, 11, 12, and 13 for recommended classification actions sent to the Washington Office for approval, as well as for classification actions taken under delegated authority.

2. Agency Line on AD-332. The Washington Office Classification and Pay Group classification delegate fills in blocks 10, 11, 12, and 13 for classification actions within Washington Office delegated authority.

3. Maintenance of Position Descriptions. The Washington Office maintains original position descriptions for all jobs within Washington Office classification authority. It returns signed copies of approved position descriptions to the originating Region, Station, or Area.

26 - PROCESSING POSITIONS CLASSIFIED UNDER REGION, STATION, OR AREA AUTHORITY. Field units shall forward one copy of form AD-332, narrative description, and evaluation statement for all positions at grade GS-13 or above, classified under delegated classification authority, to the Classification and Pay Group, Personnel Management Staff, Washington Office, within 3 days after classification.

27 - EXHIBITS -*

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*- Exhibit 1

FES FACTOR FORMAT FOR GS AND GM POSITION DESCRIPTIONS

TITLE, SERIES, AND GRADE

Position No.

Introduction

State the organizational location and purpose of the position. One or two sentences are sufficient.

Major Duties

Supervisory Responsibilities (If Applicable)

Describe supervisory duties and responsibilities, and the employee's responsibilities with respect to the civil rights program. See section 23.1 for sample statements.

Nonsupervisory Responsibilities

Describe major duties that are officially assigned, constitute a qualification requirement for employment, and are regular and recurring duties. Describe duties briefly in plain, clear language. Use active verbs. Show percentages of time spent on distinctly different kinds or levels of work. The major duties statements and the description of the evaluation factors should complement each other.

(FACTORS - Most of the nine FES factors have two or three subparts which must be addressed in writing a position description and should be shown in separate paragraphs.)

Factor 1, Knowledge Required by the Position

Kind or nature of knowledges and skills needed.

How these knowledges and skills are used in doing the work.

(Knowledges are policies, theories, concepts, principles, rules and regulations, procedures, practices, or processes which the employee must know in order to do the work.)

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*- Exhibit 1 -- Continued

Factor 2, Supervisory Controls

How the work is assigned.

Employee's responsibility for carrying out the work.

How the work is reviewed by the supervisor or others.

Factor 3, Guidelines

Nature of guidelines for performing the work.

Judgment needed to apply guidelines or develop new guides.

Factor 4, Complexity

Nature of the assignment.

Difficulty in identifying what needs to be done.

Difficulty and originality involved in performing work.

Factor 5, Scope and Effect

The purpose of the work.

The impact of the work product or service.

Factor 6, Personal Contacts

People contacted and conditions in which contacts are made.

Factor 7, Purpose of Contacts

Reasons for personal contacts; include skill for personal contacts, and circumstances in which contacts occur.

Factor 8, Physical Demands

Nature, frequency, and intensity of physical activity.

Factor 9, Work Environment

The risks and discomforts imposed by work environment and safety precautions required to avoid accidents or discomfort. -*

*-Exhibit 2

POSITION DESCRIPTION FORMAT FOR FEDERAL WAGE SYSTEM (FWS) POSITIONS

TITLE, SERIES, AND GRADE

Position No.

Introduction

State the organizational location and purpose of the position. One or two sentences are sufficient.

General

Supervisory or Leader Positions

For supervisory positions, include nature of supervisory responsibility, level of work supervised, and scope of work operations supervised, as described in the Job Grading Standard for Supervisors. Include civil rights statement.

For leader positions, include nature of leader responsibility and highest level of nonleader work led, as described in the Job Grading Standard for Leaders.

Nonsupervisory/Nonleader Positions

List each essential duty separately and describe each briefly and clearly so that what is involved in its performance can be understood. An essential duty is any duty which constitutes a qualification and/or training requirement, occupies an appreciable amount of the employee's time (10 percent or more), is officially assigned to the position and actually performed, and is recurring. Assign percentages to each distinctly different duty.

Skill and Knowledge

Identify the skill and knowledge required to perform the duties assigned to the position.

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*-Exhibit 2 -- Continued

Responsibility

Include how the supervisor assigns work, what responsibility employee has for carrying out work, and how work is reviewed.

Physical Effort

Describe the degree and frequency of the physical effort exerted in performing assigned work.

Working Conditions

Describe environmental conditions in which work is performed and safety precautions needed.

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*-Exhibit 3

USDA-Forest Service

SUPPLEMENTAL STATEMENT TO FORM AD-332, POSITION DESCRIPTION

(Ref. FSH 6109.15)

1. POSITION NUMBER X1081234
2. INITIALS KQS
3. DATE 3/9/84

A. SPECIAL DESIGNATIONS AND REQUIREMENTS CONCERNING THIS POSITION

1. Statement of financial interest required:
   a. Has duties under the Surface Mining Act ☐ Yes ☒ No
   b. Has financial impact outside the Federal Government - E.O. 11222 (Applies only to GS-13, GS-14 and GS-15) ☐ Yes ☒ No
   c. Ethics in Government Act of 1978 (Applies only to GS-16 and above and SES) ☐ Yes ☒ No

2. Probationary Period (Applies to GS-5 and above and WS positions—use SGEG definition):
   a. Supervisory ☐ Yes ☒ No
   b. Managerial ☐ Yes ☒ No

3. CSRA - LMR (Applies to all positions—use LMR definition):
   a. Supervisory ☐ Yes ☒ No
   b. Managerial ☐ Yes ☒ No

4. Merit Pay (Applies only to GS-13, GS-14 and GS-15—use LMR definition):
   a. Supervisory ☐ Yes ☒ No
   b. Managerial ☐ Yes ☒ No

5. Work Leader - WLGEG (Yes means position evaluated by Work Leader Grade - Evaluation Guide) ☐ Yes ☒ No

6. Firefighter/Law Enforcement Retirement ☒ N/A ☐ Primary ☐ Secondary

7. Fair Labor Standards Act (Applies to all positions) ☐ Exempt ☒ Nonexempt

8. LMR Code (Applies to all positions)
61

9. Recruiting Levels
GS-6/7

10. Interdisciplinary position classifiable in any one of the following classes (Title, Series, Grade)
N/A

B. FACTOR EVALUATION SYSTEM - EVALUATION STATEMENT

FACTOR	POINTS ASSIGNED	STANDARD USED (BMK, FLD, PS)	COMMENTS (use reverse side, if needed)
1. Knowledge required	750	BMK 7-3	Good match to BMK 7-3,
2. Supervisory controls	125	BMK 7-3	GS-335-7, Position
3. Guidelines	125	BMK 7-3	Classification Standard
4. Complexity	150	BMK 7-3	GS-335, dated 2/80
5. Scope and effect	150	BMK 7-3	
6. Personal contacts	25	BMK 7-3	
7. Purpose of contacts	50	BMK 7-3	
8. Physical demands	5	BMK 7-3	
9. Work environment	5	BMK 7-3	
	TOTAL	GRADE ASSIGNED	Statement of Differences is on file if the position is filled at the GS-6 level.
	1385	GS-7	

GPO 860-492

FS-6100-36 (6/81)

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POSITION CLASSIFICATION HANDBOOK

CHAPTER 30 - CLASSIFICATION OF POSITIONS UNDER THE RESEARCH SCIENTIST CAREER PLAN

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POSITION CLASSIFICATION HANDBOOK

CHAPTER 30 - CLASSIFICATION OF POSITIONS UNDER THE RESEARCH SCIENTIST CAREER PLAN

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31 - COVERAGE. All positions that meet the criteria for one of the following groups are covered by the Research Scientist Career Plan. Exhibit 1 at the end of this chapter provides criteria for distinguishing between research and nonresearch positions.

31.1 - Group 1 - Research Positions. This group includes all positions performing assignments under the Research Grade-Evaluation Guide coverage. Research assignments involve intensive investigation directed toward development of new or fuller scientific knowledge.

31.2 - Group 2 - Development Positions. This group includes positions in the physical sciences and engineering disciplines that fall within the coverage of the Equipment Development Grade-Evaluation Guide, Part III.

The classification delegate decides whether a position is properly in group 1 or group 2 based on the characteristics of the assignment (factors I and III of the position description). The position description must accurately reflect management's decision to assign applied research or development activities to the position. Exhibit 2 at the end of this chapter provides additional characteristics for distinguishing between research and development. For mixed positions which contain both research and development, the position shall be placed in group 1 if the development activity is a short-term continuation of the research cycle. If development activities are dominant, the position will be in group 2.

31.3 - Group 3 - Social Scientist Positions. This group includes positions that involve research in the social sciences and where the nature of the assignment is such that consideration of the person-in-job relationship is appropriate as part of the total evaluation of the position. Positions in this group:

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*- 1. Are characterized by performance of intensive, critical, analytical research and investigation, but may not involve a precisely controlled experiment.

2. Are specifically excluded from coverage of the Research Grade-Evaluation Guide and the Equipment Development Grade-Evaluation Guide.

3. Must be evaluated and classified by comparison with published classification standards, such as those for the Economist, GS-110, or Geographer, GS-150.

The classification evaluation process for positions in group 3 may use a review panel (sec. 32).

31.4 - Positions Excluded. Positions that do not meet the criteria for inclusion in one of the above groups are excluded from the Research Scientist Career Plan. Exclusions include:

1. Professional, scientific positions engaged in management and administration of research and development programs.

2. Positions that involve (1) limited elements of research work, such as studies confined to description and interpretation of data; (2) primarily literature and data search; (3) primarily field surveys to collect or report scientific data; or (4) use of existing procedures for data manipulation.

3. Mathematical statisticians, Project Leaders, or program managers who perform consulting and other professional and management functions, but do not have a significant personal research assignment.

4. Resource evaluation positions that do not include a research assignment.

31.5 - Mixed Positions. Some positions include responsibilities which are excluded from this plan, but also include a substantial personal research assignment. Such positions may be covered by this plan provided that: -*

*- 1. The position description clearly spells out the research assignment, including use and/or development of new theory and methods, and clearly reflects use or development of methods and theory in the accomplishments.

2. The research portion of the position is evaluated using the Research Grade-Evaluation Guide and the panel review system in this plan.

32 - RESEARCH PANEL REVIEW PROCESS. The classification delegate shall use review panels as part of the evaluation process for positions classified by application of part I of the Research Grade-Evaluation Guide or part III of the Equipment Development Grade-Evaluation Guide. Final classification determinations and allocations are made in accordance with FSM 6151.04.

The classification delegate may use a panel to augment the classification process and assist in developing or interpreting the nature of the assignment, the level of responsibility, the significance of results, and the stature of social scientist positions at GS-11 or above. The factors and rating criteria of the Research Grade-Evaluation Guide, along with information provided by the personnel specialist, will serve as a basis for panel review of such positions. A classification delegate shall determine final classification by comparison with applicable classification standards.

Exhibits 3 and 4 at the end of this chapter provide guidance to panel members for evaluating technology transfer efforts and special assignments.

Classification delegates shall classify positions that fall below the grade levels covered by the Research Grade-Evaluation Guide, part I, or the Equipment Development Grade-Evaluation Guide, part III, by comparing them with the proper classification standard or guide.

32.1 - Panel Composition. Each panel shall have four rating members who have been selected from a list of qualified and trained panel members. The panel shall include at least one rating member who is knowledgeable in the subject-matter field of the position to be evaluated or who is familiar with -*

*-the work of the individual scientist. Other panel members will be selected from different disciplines to ensure that evaluations are representative of the broad research structure. Panels using the Equipment Development Grade-Evaluation Guide shall include rating members who are familiar with this guide.

The immediate supervisor may not serve as a panel member. The supervisor may supply specific information to the chairperson or panel members at their request. A scientist may not serve as a panel member to evaluate another scientist from the same Research Work Unit.

A Personnel Management representative who is knowledgeable in the use of the criteria in the guides and standards being applied, the policies of this plan, and Forest Service panel procedures, and who has delegated classification authority shall attend each panel session. The Personnel Management representative may not serve as a rating member.

32.11 - Station Panels. Assistant Directors for Research, Assistant Directors for Planning and Application, Program Managers, or senior level scientists at GS-14 and above shall chair Station research panels. An Assistant Director may not chair a panel for a position within his or her area of responsibility.

1. Panels for GS-11 and GS-12. Potential panel members are research scientists at grade GS-13 and above, and those GS-12's who have particular insight into the research assignment.

2. Panels for GS-13. Potential panel members are research scientists at the GS-13 or higher level, Research Assistant Directors, Planning and Application Assistant Directors, and Program Managers. Panel members are normally selected from within the Station, but panel members from other Forest Service units may be selected to provide input on the assignment and the scientist's accomplishments. -*

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3. Panels for GS-14. Station panels for GS-14's must be composed of GS-14 or higher scientists. Stations are encouraged to include at least one panel member from outside the Station where feasible. This provides a broader perspective by evaluation panels in recognition that at the GS-14 level, the impact and importance of the research assignment and the contributions and stature of the scientist are broadly recognized. When appropriate, use qualified peers from organizations outside the Forest Service.

32.12 - Washington Office Panels. An Associate Deputy Chief for Research, Research Staff Directors, or senior Staff Assistants shall chair Washington Office panels. Candidates for Washington Office panel membership include Washington Office Research Staff Directors and staff specialists, Staff Assistants to the Deputy Chief for Research, and senior research scientists recommended by the Deputy Chief for Research, who have been trained to serve as panel members. Personnel Management selects members of each panel with the advice and concurrence of the Deputy Chief for Research. When appropriate, WO panels shall include panel membership from a field unit.

32.2 - Roles and Responsibilities

32.21 - Panel Chairperson. The panel chairperson:

1. Leads the discussion and ensures that the facts concerning the position, and the qualifications and accomplishments of the scientist are fully developed and understood by rating panel members. The chairperson does not participate as a rating member and is expected to remain neutral in the evaluation of individual scientists.

2. Completes and signs the summary rating form (ex. 5 at the end of chapter).

3. Shares responsibility with the Personnel Management representative for the factual accuracy of the written report of results of the panel meeting.

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*-32.22 - Rating Members. The rating members objectively evaluate the scientist's position and the qualifications of the incumbent as described in the position description. Each rating member:

1. Independently reviews, evaluates, and scores each position in advance of the panel meeting based on the criteria of the Research Grade-Evaluation Guide or the Equipment Development Grade-Evaluation Guide.

2. Conducts an indepth review of a case, if serving as a peer scientist, to develop information in addition to written case material, if this is necessary.

3. Documents ratings and reasons for ratings on individual worksheets.

4. Discusses individual ratings during the panel process, and after discussion of individual ratings, attempts to arrive at a consensus on each factor rating.

32.23 - Personnel Management Representative. A personnel specialist will attend each meeting, but not serve as a rating member. The personnel specialist:

1. Provides guidance and assistance in preparing position descriptions to ensure they meet standards of adequacy.

2. Trains panel chairpersons and members in the panel evaluation system, including the Research Scientist Career Plan, Research Grade-Evaluation Guide, Equipment Development Grade-Evaluation Guide, and operating procedures.

3. Advises how to interpret evaluation criteria in the classification guides and standards.

4. Ensures general consistency in application of the criteria by panels.

5. Ensures panel members provide sufficient information for written documentation of factor ratings and recommendations, and that all facts necessary to support classification -*

*-determinations have been discussed. Writes an evaluation report considering panel recommendations, scoring, and evaluation criteria and communicates results to the Station Director or Deputy Chief.

6. Periodically assesses the operations of the panel review system.

32.24 - Expert Witness. When the panel feels the need of an expert to answer questions on an individual case, they may request one. The expert witness is expected to provide technical judgments on the scientific aspects of the assignment and significance of the accomplishments, as requested by the panel. The expert witness shall not serve as a rating member.

32.3 - Panel Evaluation Process. At the request of the supervisor, the scientist shall prepare a position description and an updated record of qualifications and research contributions, following the format in the "Guide for Preparing Research Scientist Position Descriptions."

32.31 - Panel Action. Panel members shall evaluate the four factors in the position description. Panels shall only use even numbered values for the four factors when evaluating position descriptions:

Factors I, II, III	Factor IV	
Degree A = 2 points	Degree A = 4 points	A+ = 6 points
Degree B = 4 points	Degree B = 8 points	B+ = 10 points
Degree C = 6 points	Degree C = 12 points	C+ = 14 points
Degree D = 8 points	Degree D = 16 points	D+ = 18 points
Degree E = 10 points	Degree E = 20 points	

After discussion of individual ratings and any questions raised about the evaluation, panel members shall attempt to reach a consensus on the rating of each factor. Consensus means that three of the four panel members agree on the rating of a factor, and the fourth panel member has a rating within one degree of the other panel members (2 points for factors I, II, and III, and 4 points for factor IV). Based on the rating of the factors and the panel's overall appraisal of the job-incumbent situation, the panel can: -*

*- 1. Reach Agreement on Evaluation. On the basis of its review, the panel may reach a consensus to evaluate the job-incumbent situation (1) at present grade level; (2) above present grade level; or (3) below present grade level. The panel must give reasons for its evaluation.

2. Defer Action. Panel discussion may reveal significant information and material that have not been adequately presented to the panel. The panel may request these specifically. Deferrals should not exceed 90 days.

3. Refer Action. The classification delegate may refer cases to the Station Director or the Deputy Chief for Research when a consensus cannot be reached, but the panel does not desire additional information. In such cases, the Station Director or the Deputy Chief shall review the panel results, and provide the classification delegate with a recommendation as to the proper evaluation. This recommendation shall become part of the documentation supporting the evaluation of the position. The classification delegate shall consider this additional information in determining the proper grade level.

Results of the panel evaluation are confidential. Only the personnel office shall communicate them to the Station Director or Deputy Chief. Panel members must not communicate panel results to the Station Director or Deputy Chief, or anyone else. After the Station Director or Deputy Chief has received the official results, panel members may discuss results or comments with these officials or with other individuals who have been authorized by the personnel office.

32.32 - Documentation. The personnel office establishes individual files for each scientist covered by this plan. It sends copies of position descriptions and evaluation documentation for positions evaluated by Station classifiers at the GS-13 level or above to the Classification and Pay Group, Personnel Management Staff, Washington Office. -*

*-32.33 - Positions Operating Below Grade Level. When final classification of the position results in a grade level lower than the current grade of the incumbent, the following procedure applies:

1. If the lower grade is due to changes in the research assignment, action must be initiated under FSH 6109.41 - FPM 351 and FSM 6135.1 which apply to reduction in force.

2. If the lower grade is due to substandard performance, action must be initiated under FSH 6109.41 - FPM 430, and must be taken in accordance with the procedures in the "Forest Service Guide for Resolving Scientist's Performance Problems."

32.34 - Communication of Results. The Station Director shall notify the responsible Assistant Director of each employee or position evaluated under the plan of the results of each evaluation. The responsible supervisor must discuss the results of the evaluation and any proposed actions resulting from it with the employee, within 30 days of receipt of the panel evaluation.

32.4 - Reevaluations. The Station Director or Deputy Chief for Research may request a panel evaluation after 90 days have elapsed following the last evaluation and before the normal cycle review, whenever significant changes in qualifications and accomplishments are demonstrated, or a major change in the scientist's assignment occurs. Major changes include reassignment to a different line of research, to a different Research Work Unit, or from a scientist to a Project Leader or Program Management position.

33 - EFFECT OF THE PRIVACY ACT. The evaluation of scientists under this plan necessarily requires some information which pertains only to the individual being evaluated; that is, personal information which comes under coverage of the Privacy Act. This information is contained in factor IV of the scientist's position description. Section 3(e)(3) of the Privacy Act requires agencies which collect personal information from individuals to inform each individual of the following:

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*- 1. The authority (whether granted by statute or by Executive Order) for solicitation of the information and whether disclosure of such information is mandatory or voluntary.

2. The principal purpose for which the information will be used.

3. The published routine uses which may be made of the information.

4. The effects on the individual, if any, of not providing all or part of the requested information.

Exhibit 6 at the end of this chapter is a notice form which provides this information and which must be given to each scientist with the request to provide factor IV information for inclusion in the position description. To ensure that the scientist has received a copy of this notice, the following statement must be included at the end of any newly prepared factor IV:

> I have received a copy of the Privacy Act Notice for Preparation of Factor IV, Qualifications and Scientific Contributions, Research Scientist Position Description.

____
(Scientist's Signature)

Under the Privacy Act, factor IV cannot be released for any other purpose without the written consent of the incumbent. Since factors I, II, and III document the research assignment, and do not contain personal information about the incumbent, they can be used for other purposes without the consent of the incumbent.

Under the Privacy Act, the Forest Service will provide to a scientist upon written request any records it maintains regarding a scientist's panel evaluation. This includes the names of the panel chairperson and panel members, the panel's consensus scoring, and any related correspondence.

34 - EXHIBITS

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*- Exhibit 1

CRITERIA FOR DISTINGUISHING BETWEEN RESEARCH AND NONRESEARCH POSITIONS

Research	Nonresearch
1. Studies normally address stated hypothesis and involve experiment design for data analysis.	1. Studies are confined to description and interpretation of data.
2. Studies involve development or adaptation of theory or methodology.	2. Reports use existing techniques and procedures for data manipulation.
3. Outcome provides management alternatives, new methods, or new knowledge.	3. Outcome describes a situation or condition.

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*Exhibit 2

CONTRASTING CHARACTERISTICS OF RESEARCH AND DEVELOPMENT

	RESEARCH	DEVELOPMENT
Motivation for Assignments:	To solve problems by creating new or fuller scientific knowledge of the subject studied. Result may foster development. Result adds to body of scientific knowledge	To extend results of research to provide new or improved procedures, techniques, processes, systems, materials, or equipment. Result performs a useful function or is suitable for a specific duty.
Nature of Assignments:	A problem is typically specified. The result is a consequence of the worker's use of the scientific method and normally cannot be predicted very well. Example: "There is no environmentally or economically acceptable harvesting system available for use on steep terrain." The research task is to define the parameters of an acceptable system and establish and test criteria for the components of the system.	The result is typically specified. The worker uses ingenuity, coupled with acquired skills and knowledges, to achieve the results. Example: "Develop a yarder that will reach 1000 feet, carry loads up to 2 1/4 tons, and cost no more than $100,000." The development task is to convert the specifications to an operational product or system.

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*-Exhibit 2 -- Continued

Character of Output:	New theories and hypotheses, with experimental data used to test them. In some applied research, prototypes are an output, typically the beginning point for developments to to take place. Prototypes are generally used to test concepts.	A procedure, technique, etc., that meets predetermined specifications. Early production models are an output of development. The intent is that production models be used in practice.
Methodology:	Generally, the methods of creating knowledge. Research usually, but not always, involves use of experimental design and analysis. There is always a stated or implied hypothesis to be tested.	Generally, exploitation of knowledge or application of existing technology. Development does not embrace experimental design and analysis. Major methods are technical and economic analyses based on handbooks, periodicals, reports, patent disclosures, and discussions with peers. No hypothesis is evident. Judicious trial and error are common.

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*-Exhibit 3

Evaluation of Research Scientists' Technology Transfer Efforts

The Research Grade-Evaluation Guide recognizes the accomplishment of the entire research cycle from initiating a study through making findings available to users. The methods of disseminating findings vary according to the nature of the findings, the size or type of users or audience, the confidentiality of the information, and the availability of a dissemination outlet. While publication seems to be the typical method of dissemination, other application approaches are and should be recognized by panels.

Technology transfer ensures that the research findings of the scientist reach the intended audience in a form in which they can be used. When the scientist is involved in getting research findings into application, it completes the research cycle.

Note: Evaluate technology transfer efforts by the Research Grade-Evaluation Guide and the panel evaluation process only when these efforts are part of the complete research cycle of the scientist. When technology transfer is the primary assignment of an individual, and/or where it involves transferring the technology of the research results of others, then other classification standards and methods must be used.

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*- Exhibit 4

Evaluation of Special Assignments

Recognition should be given during panel evaluations to research scientists who have participated in special assignments, such as Resources Program and Assessment. Part of the work that researchers have been asked to do, especially the assessment work, will lead to research publications. Much of the work, however, will consist of planning activities, background analyses, working staff papers, and multiple author or anonymous Forest Service reports which are not appropriate for evaluation as scientific contributions under the Research Guide. Since scientists are generally selected for special assignments because of their recognized expertise and professional standing, such assignments provide research panels with additional evidence of their scientific recognition, professional standing, and overall productivity. This should be documented in the position description in factor IV-B under "Special Assignments." If the special assignments have had a major negative impact on the scientist's personal research accomplishments, this should be explained in factor IV-F, "Other Significant Information."

If the special assignment becomes a regular, continuing part of the scientist's assignment, this should be documented in factor I-D, "Related Functions." It should identify both the nature of the special assignment and the percentage of time required. Normally, such assignments are not a regular, continuing part of the job and the supervisor and the scientist may have some difficulty in predicting the frequency and the duration of such activities in the next 3 to 4 year period. Panels should be aware of this, and evaluate and credit such activity as part of factor IV, regardless of whether or not it is in factor I as a continuing responsibility.

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*-Exhibit 5

SUMMARY OF PANEL MEETING

PERSON BEING EVALUATED

PRESENT TITLE, SERIES, & GRADE

PANEL CHAIRMAN

PANEL MEMBERS

CONSENSUS SCORING

FACTOR I ______

FACTOR II ______

FACTOR III ______

FACTOR IV ______

TOTAL POINTS ______

RECOMMENDED GRADE BY PANEL ______

REMARKS

EVALUATED UNDER RESEARCH GRADE-EVALUATION GUIDE
EVALUATED UNDER EQUIPMENT DEVELOPMENT GRADE-EVALUATION GUIDE

PANEL CHAIRMAN DATE -*

*- Exhibit 6

PRIVACY ACT NOTICE

Preparation of Factor IV, Qualifications and Scientific Contributions, Research and Development Scientist Position Descriptions

General

This information is provided pursuant to Public Law 93-5 (Privacy Act of 1974), December 31, 1974, for individuals supplying information for inclusion in a system of records.

Authority

Section 5107 of Title 5 of the United States Code requires agencies to place positions in the appropriate grade and series by reference to standards published by the Office of Personnel Management (OPM). The Research Grade-Evaluation Guide and Equipment Development Grade-Evaluation Guide are issued by OPM and provide guidance and criteria for evaluating research and development positions. The duties and responsibilities of such positions are dependent upon the interplay between the assignment and the scientific qualifications and contributions. Providing information prescribed for factor IV of scientist position descriptions is voluntary, but is essential to the classification process.

Purpose and Uses

Factor IV information is collected to provide a research evaluation panel with essential facts on the novelty and complexity of the research assignment and the contributions and professional stature of the incumbent so that the panel may adequately evaluate the position. This information is also used to document the classification of the position. The information may be disclosed to appropriate officials of of the Forest Service, the Department of Agriculture, and the Office of Personnel Management involved in the research scientist evaluation process.

Effects and Nondisclosure

Since factor IV contains information on which a research panel evaluates a position, you should provide specific and complete information in factor IV. Omitting an item may result in a lower evaluation score than is appropriate. -*

POSITION CLASSIFICATION HANDBOOK

CHAPTER 40 - STANDARD POSITION DESCRIPTION SYSTEM

Contents

*- 40.2 Objective

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42 CHANGES TO THE STANDARD POSITION DESCRIPTION SYSTEM
42.1 Adding Standard Position Descriptions to the System
42.2 Revising Standard Position Descriptions

43 REGIONS, STATIONS, AND AREA STANDARD POSITION DESCRIPTION SYSTEMS

44 STANDARD POSITION DESCRIPTIONS FOR FIREFIGHTERS

45 PROCEDURES FOR USING STANDARD POSITION DESCRIPTIONS

46 STANDARD POSITION DESCRIPTIONS -*

CHAPTER 40 - STANDARD POSITION DESCRIPTION SYSTEM

*-40.2 - Objective. Within the position classification system, individual position descriptions are prepared for positions which are significantly different from other positions because of their duties and responsibilities. However, many positions within the Forest Service are sufficiently similar that standardized position descriptions adequately meet legal requirements. Standardizing such position descriptions and making them widely available among Forest Service units:

1. Provides examples of adequate position descriptions in correct format.

2. Reduces the time needed to describe and classify individual positions.

3. Achieves consistency among units in the description and classification of similar positions.

41 - REQUIREMENTS FOR USING STANDARD POSITION DESCRIPTIONS.

Use of a standard position description (SPD's) is mandatory if an adequate one exists. The policy concerning use of SPD's is included in section 03 of this handbook.

42 - CHANGES TO THE STANDARD POSITION DESCRIPTION SYSTEM

42.1 - Adding Standard Position Descriptions to the System. National standard position descriptions may be established when the same description applies to 10 or more positions in at least two Regions, Stations, or the Area. Field units may propose new national standard position descriptions when requested by the Washington Office or when a need is identified by the field.

42.2 - Revising Standard Position Descriptions. When new classification standards are issued or for other reasons standard position descriptions need revision, the Washington Office will revise them with field input as needed. Field units should suggest revision when they find that a standard position description is out of date, inconsistent with standards, incomplete, or does not meet their needs. -*

*-43 - REGIONS, STATIONS, AND AREA STANDARD POSITION DESCRIPTION SYSTEMS. Regions, Stations, or the Area may issue standard position descriptions as supplements to this chapter. Regions, Station, and the Area shall assign a five digit standard position number to each position description issued, consisting of the unit's 2-digit, second-level organizational structure code (05 = Region 5) and a 3-digit sequential number starting with 001; for example, 05001. Units below the Region, Station, or Area level may not issue standard position descriptions, except where the Region, Station, or Area personnel office has determined that applicability is limited to one unit within the Region, Station, or Area, and does not extend to other units. Regardless of the organizational level, no more than five digits may be used for standard position description numbers.

44 - STANDARD POSITION DESCRIPTIONS FOR FIREFIGHTERS. Some firefighter positions which are covered for early retirement have standard position descriptions. The standard firefighter position descriptions in this handbook have been approved by the Office of Personnel Management.

45 - PROCEDURES FOR USING STANDARD POSITION DESCRIPTIONS

1. The supervisor determines that a standard position description covers at least 80 percent of the work situation, reproduces the position description, and signs and dates block 20 of form AD-332.

2. Form SF-52, Request for Personnel Action, is used to document required approvals, such as line approval to establish and fill the position, budget or ceiling approvals.

3. Upon receipt of the SF-52 and AD-332, the personnel office shall assign a position number in block 3 of the AD-332 in accordance with unit practice. Complete blocks on form AD-332 as required by unit and NFC. Show the unit's assigned number in block 3 and the standard position description number in block 4 on the personnel action forms. Information such as the name of the unit and the supervisor's position, need not be included in the text of the position description since it is included on form AD-332.

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*- 4. The personnel office will process the personnel action and provide the requesting unit with copies of the completed standard position description. A standard position description is considered established as of the effective date of the personnel action.

46 - STANDARD POSITION DESCRIPTIONS. Standard position descriptions are listed in the handbook in numerical order by occupational series code, and in ascending grade order, with the following exceptions. Range aid and technician, forestry aid and technician, and student trainee job descriptions in the GS-400 Group are grouped by type of job, and are then listed in ascending grade order within these groupings. Evaluation statements for standard position descriptions are on file in the Washington Office.

The following SPD's have been approved for Service-wide use and are included in this section: -*

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Series/Grade	Title	Purpose	Page
GS-102-3	Archeological Aid	Cultural Resources Surveys	46--11
GS-102-4	Archeological Technician	Cultural Resources Surveys	46--14
GS-102-5	Archeological Technician	Cultural Resources Surveys	46--17
GS-186-3	Social Services Aid	Job Corps	46--21
GS-186-4	Social Services Aid	Job Corps	46--25
GS-186-5	Social Services Assistant	Job Corps	46--29
GS-186-7	Social Services Assistant	Job Corps	46--33
GS-193-5	Archeologist	Trainee	46--38
GS-193-7	Archeologist	Trainee	46--42
GS-193-9	Archeologist	General	46--46
GS-193-11	Archeologist	Forest	46--50
GS-201-5	Personnel Management Specialist	Trainee	46--55
GS-201-7	Personnel Management Specialist	Trainee	46--59
GS-201-9	Personnel Management Specialist	General	46--62
GS-303-1	Clerk	Trainee	46--66
GS-305-3	Mail Clerk	General	46--69
GS-305-3	Mail and File Clerk	General	46--73
GS-322-2	Clerk-Typist	General	46--77
GS-322-3	Clerk-Typist	General	46--80
GS-334-5	Computer Programmer	Trainee	46--83
GS-334-7	Computer Programmer	Trainee	46--86
GS-334-9	Computer Programmer Analyst	General	46--89
GS-334-9	Computer Programmer Analyst	General	46--93
GS-334-11	Supervisory Computer Programmer Analyst	General	46--97

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POSITION CLASSIFICATION HANDBOOK

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Series/Grade	Title	Purpose	Page
GS-335-3	Computer Clerk	General	.46--102
GS-335-4	Computer Clerk	General	.46--105
GS-335-5	Computer Assistant	General	.46--109
GS-335-5	Computer Assistant	General	.46--113
GS-335-6	Computer Assistant	General	.46--117
GS-341-5	Administrative Assistant	Trainee	.46--121
GS-341-7	Administrative Assistant	Trainee	.46--125
GS-404-2	Biological Aid	General	.46--129
GS-404-3	Biological Aid	General	.46--132
GS-404-4	Biological Aid	General	.46--135
GS-404-4	Biological Aid	Research	.46--139
GS-404-5	Biological Technician	General	.46--143
GS-404-5	Biological Technician	Research	.46--148
GS-454-5	Range Conservationist	Trainee	.46--152
GS-454-7	Range Conservationist	Trainee	.46--156
GS-454-9	Range Conservationist	General	.46--160
GS-454-11	Range Conservationist	General	.46--164
GS-455-2	Range Aid	General	.46--168
GS-455-3	Range Aid	General	.46--171
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UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N5098	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Archeological Aid	GS	102		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ARCHEOLOGICAL AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5098

ARCHEOLOGICAL AID, GS-102-3

Introduction

This position is located on a Forest Service unit. Serves as a member of an archeological survey crew.

Major Duties

Serves on a team conducting simple surveys and receives training in the use of compass, topographical maps and aerial photographs.

Records information about sites found on simple forms. Marks site boundaries with flagging tape.

Prepares sketch maps and takes photographs of visible remains.

Collects samples of artifacts.

Factor 1, Knowledge Required by the Position

Knowledge of basic standards relating to archeological surveys in order to perform the surveys.

Practical knowledge of basic field survey procedures to locate archeological and historical sites.

Basic knowledge of accepted safety procedures in order to minimize accidents in the field.

Factor 2, Supervisory Controls

A higher graded archeological technician or archeologist makes assignments, giving specific instructions on new assignments.

The incumbent performs routine duties on own initiative.

Work is spot checked for conformance with instructions and reviewed on completion.

Factor 3, Guidelines

Guidelines are available in the form of established procedures and instructions from the supervisor.

Little discretion is required to apply the guidelines. The majority of instructions are easily understood and deviations are referred to the supervisor for decision.

Factor 4, Complexity

Assignments involve performing simple survey work as a member of an archeological survey crew.

Duties involve recognizing signs of past human use and recording information about the remains on standard forms.

Identification problems are referred to a higher level technician or specialist for resolution.

Factor 5, Scope and Effect

The purpose of the work is to complete survey project work on a timely basis.

The manner in which the work is performed affects the general efficiency of the archeological and historical projects.

Factor 6, Personal Contacts

Contacts are mainly with crew members and other employees on the unit.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging information about the location and nature of archeological and historical remains found.

Factor 8, Physical Demands

The work involves extensive walking in rugged terrain and carrying material weighing 30 to 40 pounds.

Factor 9, Work Environment

The work is mostly outside, sometimes in poor weather. The incumbent must observe established safety precautions on the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5097	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Archeological Technician	GS	102		4	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ARCHEOLOGICAL TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5097

ARCHEOLOGICAL TECHNICIAN, GS-102-4

Introduction

This position is located on a Forest Service unit. Incumbent serves as a skilled member of an archeological survey crew.

Major Duties

Conducts simple surveys using compass, topographical map, and aerial photographs.

Searches area for surface area of historic and prehistoric remains.

Determines the exact locations of sites and marks them on maps and/or aerial photographs. Records information on archeological site survey form and prepares simple reports.

Cleans and catalogs artifacts recovered from inventories and excavations.

Assists in site testing and excavation.

Factor 1, Knowledge Required by the Position

Knowledge of established archeological survey methods, techniques, and practices to make and record findings.

Knowledge of archeological terminology required for reports and records.

Knowledge of accepted safety practices to prevent injury or loss of life.

Factor 2, Supervisory Controls

Routine assignments are made by the supervisor in terms of objectives to be achieved and without explicit instructions as to work methods.

In work of an unfamiliar nature, explicit instructions are provided by the supervisor, with such work reviewed in process and upon completion. Routine problems are resolved independently during course of the work.

Work is reviewed by supervisor upon completion.

Factor 3, Guidelines

Guidelines include established archeological surveying precedents and procedures, and verbal and written instructions from supervisor.

Employee must select the most appropriate procedure and may make minor deviations to adapt guidelines to fit specific cases; however, any significant proposed deviations are referred to the supervisor.

Factor 4, Complexity

The work requires use of standardized but varied surveying methods, such as making measurements, operating simple survey equipment and performing recording assignments.

Identifies instruments and procedures to use, and what needs to be done depending on the survey being performed.

Supervisor directs work when on a crew but incumbent operates independently when conducting simple surveys on own.

Factor 5, Scope and Effect

The purpose is to collect and record archeological data and provide ground work on which decisions.

The accuracy of the technical work has an important impact on subsequent work performed by higher grade professionals.

Factor 6, Personal Contacts

Personal contacts are with coworkers within the immediate unit.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain, clarify, or give facts and information directly related to assignments.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical efforts such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed outdoors where terrain may be steep, uneven, rocky and covered with vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of protective clothing.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4c. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5100	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Archeological Technician	GS	102		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ARCHEOLOGICAL TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5100

ARCHEOLOGICAL TECHNICIAN, GS-102-5

Introduction

The position is located on a Forest Service unit. Provides technical support in inventory and management of cultural resources under jurisdiction of the Forest Service.

Major Duties

Conducts inventories of Forest cultural resources in areas of proposed Forest Service projects.

Researches reference materials such as State and National register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas.

Performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains. Identifies and records historic and prehistoric cultural resource sites.

Prepares Archeological Reconnaissance Reports (AAR's) and maps.

Insures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures.

Maintains the Archeological Reconnaissance schedule by estimating and reporting on expected time of completion of each project and updating the project planning board.

Reviews work in progress to see that standards for prefield research, survey design, site recording, graphics, and final report are being met.

Advises other employees in methods of cultural resource inventory and provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

Factor 1, Knowledge Required by the Position

Knowledge of established methods and techniques for archeological field survey, recording historic and prehistoric cultural resources, and testing archeological sites.

Ability to perform library and archival research and oral interviewing to locating and obtain information.

Practical knowledge of the local geography, archeology, ethnography and history of the area within and adjacent to the Forest.

Knowledge of technical report writing to prepare reports.

Skill using compass, aerial photos and topographic maps to locate site to be searched.

Factor 2, Supervisory Controls

The supervisor provides assignments in terms of projects to be completed without explicit instruction as to work methods.

The immediate supervisor provides guidance and instruction on unique, unusual problems or situations that occur during work progress.

Finished work is reviewed for completeness, adequacy and compliance with Forest Service policies and procedures.

Factor 3, Guidelines

Guidelines include the Agency manuals and handbooks, regional training guides, Forest guidelines, and professional ethics and standards.

While these guidelines are generally applicable and provide for standardized quality, the technician adapts procedures as needed.

Factor 4, Complexity

Conducts prefield office research, field surveys and site testing, using a variety of reference materials, informants, aerial photos, technical forms and technical instruments. From cultural resource survey data, summarizes and prepares Archeological Reconnaissance Reports and maps indicating the location of cultural resources necessary for evaluation and management of the cultural resource.

The employee applies practical knowledge and understanding of archeology methods and practices, with consideration to other environmental relationships.

The archeology technician selects and adapts cultural resource survey strategies in locating and describing archeological sites.

Factor 5, Scope and Effect

The purpose of the work is to assist in the inventory and management of cultural resource on the unit.

The work supports higher graded professionals by providing factual ground work on which resource decisions are based.

Factor 6, Personal Contacts

Contacts include coworkers, other Forest personnel, and local residents.

Factor 7, Purpose of Contacts

Contacts are to give and acquire information on methods, strategies and projects, and to acquire information on the location and nature of cultural resources.

Factor 8, Physical Demands

The work includes strenuous outdoor activity, such as walking, climbing, riding, backpacking and overnight camping, often in steep, rough terrain in isolated areas.

Factor 9, Work Environment

The work requires some work in a forest environment; other work is performed in an office and in libraries and museums as necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5060	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Social Services Aid	GS	186		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SOC SRVCS AID
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES): 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH
23. POSITION NUMBER
24. PAY PLAN
25. OCCUP. SERIES: CODE, FUNCT.
26. GRADE
27. EMPLOYING OFFICE CODE
28. AGENCY CODE
29. DUTY STATION: STATE CODE, CITY CODE, COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5060

SOCIAL SERVICES AID, GS-186-3

Introduction

This position is located in a residential group living situation on a Civilian Conservation Center. The incumbent is responsible for assisting in the leadership and guidance of enrollees in a variety of group activities.

Major Duties

Assists a Social Services Assistant or other higher grade employee performing a variety of duties, which include:

Provides direction to enrollees in performing daily housekeeping duties, residential work details, physical training, recreation, hygiene, etc.

Establishes enrollee work rosters on a rotating basis and ensures that enrollees adhere to daily schedules.

Maintains group discipline and observes and reports social, behavioral, or disciplinary problems to supervisor.

Ensures enrollee compliance with safety rules and regulations in living and working situations.

Factor 1, Knowledge Required by the Position

Understanding of the basic purposes of the Center program to be able to answer enrollee questions.

General knowledge of the basic rules, regulations, and practices of the Center program to properly assist in carrying out enrollee activities.

Basic communications skills to be able to answer questions and provide information and instructions relative to the various enrollee activities.

Factor 2, Supervisory Controls

Incumbent works under the close supervision of a Social Services Assistant or other higher grade employee who makes day-to-day assignments and provides detailed instructions on new assignments and changes in procedures affecting regular continuing assignments.

Incumbent works as instructed and consults with supervisor on matters not specifically covered in the original instructions or guidelines.

Supervisor spot checks routine work. Supervisor reviews new, unusual, or more difficult assignments more closely both in progress and upon completion.

Factor 3, Guidelines

Assignments are typically covered by a variety of well established procedures and instructions which are directly applicable to the assignments.

Incumbent must use judgment in applying guidelines and must request supervisory guidance and assistance in situations not covered by instructions.

Factor 4, Complexity

Work involves assisting in the direction of enrollees involved in performance of daily housekeeping tasks; establishing work rosters; maintaining group discipline; and ensuring enrollee compliance with safety rules and regulations.

Decisions regarding what needs to be done involve choices which require the employee to recognize the existence of and differences among a few easily recognizable situations such as differences in background of enrollees. Actions to be taken differ according to the nature of the situation.

Factor 5, Scope and Effect

The purpose of the work is to assist in leading and directing enrollees, primarily in a residential setting which involves the execution of specific rules, regulations, and procedures.

The work assists in carrying out a program that affects the social, physical, and economic well-being of enrollees.

Factor 6, Personal Contacts

Personal contacts are primarily face-to-face with enrollees and other Center personnel. Occasional contacts are made on a routine basis with Forest visitors, members of the local community, or the general public.

Factor 7, Purpose of Contacts

Contacts are to obtain, clarify, or give facts or information and to plan and coordinate enrollee work efforts.

Factor 8, Physical Demands

There is some walking, standing, bending, and carrying of light items required. The work may require specific, but common, physical abilities such as above average agility and dexterity.

Factor 9, Work Environment

Everyday risks or discomforts which require normal safety precautions are involved. Moderate risks or discomforts may occasionally be encountered in activities such as hiking over rough terrain during camping and field trips.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5061	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Social Services Aid	GS	186		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SOC SRVCS AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N5061

SOCIAL SERVICES AID, GS-186-4

Introduction

This position is located in a residential group living situation on a Civilian Conservation Center. The purpose of the position is to assist in providing leadership and guidance to enrollees in a variety of group activities.

Major Duties

Assists a Social Services Assistant or higher grade employee in carrying out routine administration of the Center by preparing enrollee records, forms, reports, etc., and conducting physical educational and recreational activities for assigned enrollees.

Provides leadership and direction to enrollees in performing daily housekeeping duties, residential work details, physical training, recreation, hygiene, etc.

Assigns individual duties by establishing enrollee work rosters on a rotating basis and ensuring that enrollees adhere to assigned duties.

Maintains order and discipline among enrollees both of assigned group and other groups and observes and reports social, behavioral, or disciplinary problems to supervisor.

Provides practical advice and counsel to individuals on routine, everyday problems of adjustment to the group.

Ensures enrollee compliance with safety rules and regulations in living and working situations.

Factor 1, Knowledge Required by the Position

Working knowledge of enrollee activities, facilities, and equipment available and sources of required supplies and services to be able to carry out assigned duties relating to enrollee activities.

Skill in communicating effectively with enrollees to be able to answer questions and provide information, instructions, and counsel.

Knowledge of rules, regulations, and practices of Center programs and activities to properly lead and direct various enrollee activities.

Skill in maintaining order and recognizing social, behavioral or disciplinary problems to be able to promote harmony among enrollees and obtain help for complicated problems.

Factor 2, Supervisory Controls

The supervisor makes assignments by indicating generally what is to be done and provides additional instructions for new, difficult, or unusual assignments.

Incumbent is expected to use resourcefulness and good judgment in applying instructions and established procedures.

Supervisor spot checks difficult assignments in progress and reviews completed work for accuracy and compliance with instructions or established procedures.

Factor 3, Guidelines

Assignments are typically covered by generally applicable procedures and instructions.

Incumbent is expected to use resourcefulness and good judgment in interpreting and applying guidelines, and may make minor deviations to adapt guidelines to routine situations.

Factor 4, Complexity

Work involves assisting in the direction of enrollees in performance of daily housekeeping tasks; establishing work rosters; maintaining group discipline; and ensuring enrollee compliance with safety rules and regulations.

The decisions regarding what needs to be done involve choices which require the employee to recognize the existence of and differences among a few easily recognizable situations such as differences in background of enrollees. Actions to be taken differ according to the nature of the situation.

Factor 5, Scope and Effect

The purpose of the work is to assist in leading and directing enrollees, primarily in a residential setting, which involves the execution of specific rules, regulations, and procedures.

The work assists in carrying out a program that affects the social, physical, and the economic well-being of enrollees.

Factor 6, Personal Contacts

Personal contacts are primarily face-to-face with enrollees and other Center personnel. Occasional contacts are made on a routine basis with Forest visitors, members of the local community, or the general public.

Factor 7, Purpose of Contacts

Contacts are to obtain, clarify, or give facts or information and to plan and coordinate enrollee work efforts. Incumbent must occasionally use persuasiveness in dealing with enrollees.

Factor 8, Physical Demands

There is usually some walking, standing, bending, and carrying of light items required. The work may require specific, but common, physical abilities such as above average agility and dexterity.

Factor 9, Work Environment

Everyday risks or discomforts which require normal safety precautions are involved. Moderate risks or discomforts may be encountered in activities such as hiking over rough and/or rocky terrain during camping and field trips.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5062	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO. 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Social Services Assistant	GS	186		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SOC SRVCS ASST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5062

SOCIAL SERVICES ASSISTANT, GS-186-5

Introduction

This position is located in a residential group living situation on a Civilian Conservation Center. The purpose of the position is to assist in supervising group living activities and to provide practical counselling to enrollees.

Major Duties

As a Social Services Assistant, has immediate responsibility for enrollee proctor duties which include the following:

Serves as a primary assistant to a Dormitory Manager. Provides on-site supervision of enrollees to ensure a safe, healthy atmosphere.

Schedules, coordinates, and supervises work details, recreational and other group activities including making reservations, acquiring transportation, and other related arrangements and providing information concerning these activities.

Provides input in the planning of dormitory activities of enrollees.

Maintains order and discipline among enrollees, both of assigned group and other groups, observing and recording social behavior patterns to aid in counseling and or placement of enrollees. Documents both positive and negative behavioral traits.

Provides leadership and direction to enrollees in performing daily housekeeping duties, work details, physical training, recreation, hygiene, etc.

Conducts various dorm meetings during absence of the supervisor to disseminate information to enrollees, and provide guidance in such areas as group living problems. Facilitates enrollee group counseling sessions. Meets individually with enrollees to discuss day-to-day problems encountered in residential living. Gives practical advice and counsel to enrollees and proposes solutions to routine problems without imposing personal values.

Operates vehicles up to and including 40-passenger buses to transport enrollees on various trips off the Center.

Assigns individual duties by establishing enrollee work rosters on a rotating basis and ensuring that enrollees adhere to assigned tasks.

Factor 1, Knowledge Required by the Position

Working knowledge of enrollee activities, facilities, and equipment available and sources of required supplies and services to be able to carry out assigned duties relating to enrollee activities.

Skill in communicating effectively with enrollees to be able to answer questions and provide information, instructions, and counsel.

Knowledge of rules, regulations, and practices of Center programs and activities to properly lead and direct the various enrollee activities.

Skill in maintaining order and recognizing social, behavioral or disciplinary problems to be able to promote harmony among enrollees and obtain help for complicated problems.

Practical knowledge of various cultural backgrounds and cultural values and a knowledge of drugs, alcohol and other problems encountered by enrollees to understand sources of problems for enrollees.

Skill in identifying problems requiring professional and/or medical treatment such as drug and alcohol abuse and erratic behavior.

Ability to operate a passenger-carrying vehicle in a safe manner to transport enrollees on off-Center trips.

Factor 2, Supervisory Controls

The supervisor makes assignments by defining objectives and provides specific guidance only on unusual problems without clear precedents.

Incumbent uses practical knowledge and skill in independently carrying out assigned duties.

Completed work is evaluated for conformity to established guidelines.

Factor 3, Guidelines

Assignments are typically covered by generally applicable procedures and instructions.

Incumbent must use resourcefulness and good judgment in interpreting and applying guidelines and may make minor deviations to adapt guidelines to routine situations.

Factor 4, Complexity

Work involves assisting in the direction of enrollees in performance of daily housekeeping tasks; maintaining group discipline; and providing practical counseling to enrollees with various problems. The work involves directing behavior patterns and attitudes of enrollees into constructive, usable channels.

Decisions regarding what needs to be done involve choices which require the employee to recognize the existence of and differences in background of enrollees. Actions to be taken differ according to the nature of the situation.

Factor 5, Scope and Effect

The purpose of the work is to provide leadership and guidance to enrollees in a variety of residential and other activities.

The work assists in carrying out a program that affects the social, physical, and economic well-being of enrollees.

Factor 6, Personal Contacts

Contacts are with enrollees on a face-to-face, almost live-in basis. The incumbent is a constant companion to each enrollee anywhere and anytime they are on the Center. Contacts are also with other Center employees, agency officials, official visitors, and visiting family and friends of the enrollees.

Factor 7, Purpose of Contacts

Contacts are to coordinate work efforts, counsel enrollees, discuss Agency programs, and discuss the morale and welfare of the enrollee.

Factor 8, Physical Demands

Most work is performed in sedentary conditions. There is occasional walking, standing and bending.

Factor 9, Work Environment

The work is primarily performed in a dormitory office where there are normal everyday risks.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5063	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT
4b. SUPV/MGR CODE					

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Social Services Assistant	GS	186		7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SOC SRVCS ASST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5063

SOCIAL SERVICES ASSISTANT, GS-186-7

Introduction

This position is located in a residential group living situation on a Civilian Conservation Center. The incumbent of this position serves as dormitory manager for approximately 50-60 enrollees, responsible for supervising their activities during all periods outside of education and vocational training activities.

Major Duties

Prescribes standards of performance for enrollees and follows up to assure these standards are upheld. Maintains dormitory order, discipline, and organization. Supervises enrollee duty assignments to assure dorm is maintained to established standards. Serves as dorm property management officer; maintaining records of clothing, bedding, personal items issued to enrollees, and conducts locker inspections.

Instructs and counsels enrollees in positive social skills, including punctuality, courtesy, temperament, following instructions, respect for property, appropriate appearance, personal hygiene, proper safety attitude, cooperation, respect for authority, and Center procedures and regulations. Evaluates these characteristics for each enrollee monthly, and conducts individual counseling sessions to correct problems, or refers as necessary serious maladjustment problems to the group living supervisor.

Conducts group counseling sessions in the form of dorm meetings, orientation groups, dorm courts, group problem solving, and group discussion. Based on information obtained in these sessions, makes recommendations to the group living supervisor for consideration in planning activities.

Supervises, teaches, coaches, and participates in leisure-time recreational activities for enrollees assigned to the dorm. Conducts physical education classes and supervises tournaments. Drives vehicle and supervises enrollees on off-Center recreational and cultural activity trips.

Provides ongoing orientation to new enrollees. Assures that new enrollees are welcomed, and assigns an older enrollee to assist with orientation. Provides information to the supervisor, and to the guidance counselor on the need for special help and/or attention to a new enrollee.

Provides accountability of each enrollee's whereabouts by conducting nightly bed checks and documenting in nightly shift report. Initiates all passes and leaves for enrollees within the dorm.

Conducts meetings with enrollee leaders, reminding them of rules and regulations they are to carry out. Holds regular dorm meeting for all enrollees to ensure that all pertinent information on Center operations is communicated.

Checks progress, performance, and behavior of enrollees in assigned dorm in the educational and vocational programs. Discusses with enrollee and assures any required corrective action is taken.

Participates with the supervisor and other residential living staff in setting standards, goals, and objectives for the dormitory. Submits periodic accomplishment reports on progress in meeting objectives. Fully documents all meetings with individual enrollees as well as group meetings for personnel files and dorm records. Prepares written evaluation on enrollee leaders and individual enrollees. Inspects dorm for cleanliness, need for repairs, safety, and provides cleaning supplies and other materials needed.

Supervises one or two subordinates, which includes assigning work, providing training, evaluating performance, approving leave, etc. The incumbent is responsible for actively supporting the Civil Right Act of 1964, as amended, and carrying out those actions described in the Service-wide affirmative action plan within the unit.

Factor 1, Knowledge Required by the Position

Thorough knowledge of appropriate rules and regulations governing the operation of the Job Corps Program and the Residential Living Program with respect to enrollee behavior, counseling, disciplinary action, safety, and the handling of Center materials and property, to ensure that actions taken in dealing with enrollees fully conform to established standards.

Knowledge of the mechanics of group living in residential situations to oversee dorm management and to maximize the benefits of the residential living situation for enrollees.

Skill in motivating enrollees and gaining their acceptance of and adherence to residential living goals; and an understanding of social behavior and motivation to effectively provide guidance required.

Knowledge of the theories of group processes to conduct group meetings, as well as a knowledge of counseling techniques sufficient to provide individual guidance to enrollees.

Skill in recognizing potentially adverse or sensitive situations that may require special or professional handling to refer to the appropriate person.

Skill in meeting and dealing with a variety of people, including local authorities, enrollees' families, and off-Center visitors to clarify, obtain, and provide information in handling enrollee activities and problems.

Factor 2, Supervisory Controls

Work is assigned in the form of general operating policies and plans for the operation of the residential living program. The supervisor provides additional written verbal and written instructions on unusual situations.

The incumbent manages the dorm independently in dealing with day-to-day aspects of residential living, personally handling a wide variety of situations, and determining what situations require referral beyond the incumbent's authority or skills.

Work is reviewed for adherence to established goals and objectives, Center rules and regulations, and overall accomplishment with respect to established performance standards for the residential living program.

Factor 3, Guidelines

A variety of rules and regulations exist which govern the procedural aspects of the residential living program.

Considerable judgment and initiative is required to determine the applicability of guides to specific situation, e.g., the appropriateness of specific disciplinary measures in a variety of situations, the need for referral of potentially adverse situations, and to gain enrollees' cooperation in residential living activities and programs.

Factor 4, Complexity

The work involves performance of a wide range of duties designed to contribute to the personal and social development of enrollees. It includes behavior management and discipline, providing instruction and counseling on a variety of basic social skills, maintaining order and standards, and maintaining records of enrollee activities and progress.

Decisions made and actions taken must often be implemented without delay due to the nature of the work, i.e., disruption to overall residential programs and plans may occur due to the nature of the work situation.

The work of the incumbent involves the need for independence and ingenuity to meet the objectives of the overall residential living program for all enrollees, as well as to contribute to the growth of each individual enrollee.

Factor 5, Scope and Effect

The purpose of the work is to oversee enrollees' activities during all periods outside of educational and vocational training, and ensure that residential living program facilitates other Center operations.

The work contributes significantly to meeting Center goals and the development of enrollees as productive citizens upon completing the program.

Factor 6, Personal Contacts

Contacts are with enrollees, families, representatives of the community, and other employees on the Center.

Factor 7, Purpose of Contacts

Contacts are to obtain, clarify, and exchange information in coordinating and meeting the objectives of and operation of the residential living program, as well as to facilitate the operation of other programs on the center. Contacts with enrollees involve a high degree of interpersonal skill as they may be hostile, aggressive and unresponsive to leadership or direction.

Factor 8, Physical Demands

The work requires some physical exertion in participating in enrollee recreational activities, or may involve periods of sitting and driving.

Factor 9, Work Environment

Work is primarily performed on the Job Corps Center. Work may also involve work outside or off-Center with corpsmembers.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5099	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Archeologist	GS	193	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ARCHEOLOGIST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5099

ARCHEOLOGIST, GS-193-5

Introduction

This position is a located on a Forest Service unit. The position serves as a basic trainee in the field of archeology.

Major Duties

The incumbent receives orientation and on-the-job training in the application of archeological principles and theories. Duties are designed to provide work experience and training to prepare the incumbent for a higher level position.

Serves on survey crews in locating and verifying archeological and technical sites. Uses basic scientific and systematic procedures to identify, evaluate, and classify cultural resource areas.

Assists in the preparation of maps, inventories, reports, and records relative to the cultural resources sites.

Serves on a team which excavates and salvages archeological sites.

Performs archeological examinations of road, reservoir, recreation, and other areas where archeological materials may be subject to destruction or damage.

Factor 1, Knowledge Required by the Position

Professional knowledge of basic archeological principles, concepts, and methodology that would enable the incumbent to perform trainee level duties.

Knowledge of the various cultures and ethic groups who inhabited the area in the past periods in order to relate findings to the appropriate cultures.

Skill in expressing written and verbal thoughts in order to document and report on technical aspects of the work.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions including target completion dates.

Incumbent works as instructed, consulting with the supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed at certain key progress points and upon completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific guidelines are provided to the employee, including Agency handbooks and manuals, pertinent laws, Executive Orders, and regulations in all fields of resource management. Guidelines are directly applicable to assigned work.

Incumbent works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments involve related steps, processes, or methods designed to orient the trainee in the practical application of policy, rules and regulations.

Factors to be considered differ with the subject, phase or issues involved in each assignment. Applicable alternatives are few and easily recognizable.

Assignments are usually screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The primary purpose of the position is to perform trainee assignments in the cultural resources management program.

The effect of the work is to provide better quality archeological information and administration thus improving the quality of cultural resources management.

Factor 6, Personal Contacts

Contacts are with other unit employees in archeology and related disciplines, and occasionally with archeologists from other agencies and universities.

Factor 7, Purpose of Contacts

Contacts are to gather and identify archeological information and prepare maps and reports of cultural resource sites.

Factor 8, Physical Demands

The work involves both field and office work. Work in the field often requires walking and climbing over rugged terrain under adverse conditions.

Factor 9, Work Environment

The work requires exposure to hot and cold weather in the field. Protective equipment is required when working near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5106	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Archeologist	GS	193	51	7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
ARCHEOLOGIST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor　　Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg　　4-2-84
Signature　　Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No N5106

ARCHEOLOGIST, GS-193-7

Introduction

This position is located on a Forest Service unit. The incumbent serves as an advanced trainee in performing productive work while training for a higher level archeologist position.

Major Duties

As advanced trainee, conducts limited archeological survey projects. Works on a developmental basis in acquiring the experience necessary to assume higher level professional archeologist responsibilities.

Conducts routine field reconnaissance searches in areas planned for such activities as timber harvesting, wildlife habitat improvement, road construction, and recreational development.

Reports findings and prepares recommendations to be incorporated in environmental analysis reports concerning possible effects that proposed resource management activities may have on existing archeological remains.

In conducting field searches, identifies and marks archeological sites, prepares site location maps, records findings, photographs artifact findings, and prepares sites sketches as necessary.

Searches for and examines historical records as well as the findings of other archeological experts relative to the history, social structure, and living conditions of past cultures which inhabited the area.

Working with higher grade archeologists, conducts field investigations as part of a Forest-wide classification and protection program to be incorporated in long-range resource management plans.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles and techniques of archeological reconnaissance, evaluation, and basic field survey procedures.

Knowledge of the various cultures and ethnic groups who inhabited the region in past periods.

Working knowledge of Forest Service directives and policies pertaining to the protection of cultural and historical sites consistent with other resource uses in the area involved.

Factor 2, Supervisory Controls

Works under a higher graded archeologist who provides initial instruction and guidance for the execution of assigned projects.

Incumbent must exercise initiative in searching for and gathering information, analyzing data, and conducting assigned field searches.

Factor 3, Guidelines

Guidelines include agency manuals and pertinent laws and regulations. Guidelines are detailed and usually are directly applicable to the assigned work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and making minor deviations to adapt the guidelines to specific cases. Situations where existing guidelines are inadequate or proposed deviations are significant are referred to the supervisor.

Factor 4, Complexity

Must conduct limited but complete reconnaissance and evaluation studies on a Forest-wide basis.

In a developmental capacity, must become progressively proficient in recognizing the significance of archeological findings, evaluating the potential conflicts that other resource uses may have on those findings, and recommending protective measures for their preservation.

Higher level workers are available for consultation on technical questions.

Factor 5, Scope and Effect

The purpose of the work is to assist in the Forest-wide inventory and protection of cultural resources.

The effect is the preservation of artifacts and historical sites important to the history and cultural heritage of the area involved.

Factor 6, Personal Contacts

Contacts are with higher grade archeologists at the Forest and Regional level, archeologists from area colleges and universities and other unit employees.

Factor 7, Purpose of Contacts

Contacts are for obtaining advice and guidance, researching historical and cultural information, and for presenting findings and recommendations to higher grade archeologists and resource managers.

Factor 8, Physical Demands

Field investigation involves considerable walking over rough and rocky surfaces, some bending and stretching; average physical dexterity and ability are required.

Factor 9, Work Environment

Field work is performed in all weather conditions, occasionally in mountainous terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5105	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Archeologist	GS	193	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ARCHEOLOGIST	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-76)

Agency Copy

Standard Job No. N5105

ARCHEOLOGIST, GS-193-9

Introduction

The position is located on a Forest Service unit. The incumbent is responsible for inventory, evaluation, and advice on cultural resource management, including determination of effects of projects on cultural resources and recommended mitigation.

Major Duties

Provides advice on identification and management of cultural resources.

Designs inventory strategies as part of the land use planning process based on Forest-wide priorities and needs.

Organizes, supervises, or directly performs inventory of areas.

Reviews archeological reports as part of project planning to evaluate the quality of the inventory, the completeness of the report, and the significance of cultural sites found. Prepares determinations of effect for such projects identified during project inventories. Recommends mitigation procedures.

Determines eligibility of historical properties for the National Register of Historic Places.

Provides cultural resource management orientation to Forest Service personnel on statutes, regulations and purpose of work to be performed.

Interprets cultural resources to the public and professional contacts through presentations at visitor facilities, professional journals, etc.

Develops contract specifications for cultural resource work and as delegated, acts as COR or inspector on such contracts.

Factor 1, Knowledge Required by the Position

Professional knowledge of the theories, principles, and techniques of archeology, as well as general knowledge of land managaement practices sufficient to prescribe a typical Cultural Resource Management (CRM) program in keeping with basic National Forest program requirements.

Knowledge of the broad patterns of the various cultures and archeology of the groups who inhabited the region in past periods, in order to adapt the CRM program to local conditions.

Limited knowledge of related disciplines such as timber management, hydrology, soils, plant pathology, wildlife habitat management, engineering, etc., sufficient to recognize how they relate to CRM issues and to recognize when specialized advice is necessary.

Factor 2, Supervisory Controls

The supervisor schedules projects and outlines them in terms of objectives and priorities.

The incumbent plans and conducts the work independently with only spot checks by the supervisor unless an unusual situation arises.

Completed work is reviewed for technical adequacy and soundness of judgement.

Factor 3, Guidelines

Guidelines include Forest Service manuals, handbooks, directives, technical publications, and established Agency procedures.

The employee exercises independent judgement in interpreting, selecting, and applying the appropriate technical guides.

Factor 4, Complexity

Performs specific and well-defined reconnaissance and evaluation tasks as part of a Forest-wide program to ensure the protection of past cultural and historic remains. Performs training assignments to prepare the incumbent to recognize those findings that are significant, determine appropriate preservation requirements, and recommend such requirements to the respective resource managers.

Work to be done is identified through discussions with supervisor. Tasks are covered by specific guidelines and precedent situations.

Higher-level workers are usually available for consultation on technical questions.

Factor 5, Scope and Effect

The purpose of the work is to carry out conventional assignments in cultural resource management on the unit.

The effect of the work is to promote the protection of the unit's past cultural resources consistent with current resource management plans.

Factor 6, Personal Contacts

Contacts are with higher grade archeologists, staff specialists at the Region, Forest, and District levels, and authorities from surrounding colleges and universities.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, and discussing recommended mitigation measures.

Factor 8, Physical Demands

Field investigation involves considerable walking over rough, rocky surfaces, some bending and stretching. Average physical dexterity and ability are required.

Factor 9, Work Environment

Field work is performed in all weather conditions, occasionally in mountainous terrain. Sometimes primitive facilities must be used for extended periods of time.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5118	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Archeologist	GS	193	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
ARCHEOLOGIST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84
Signature — Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5118

ARCHEOLOGIST, GS-193-11

Introduction

This position is located on Forest Service unit, where the incumbent serves as forest archeologist responsible for inventory, evaluation, protection, and development of historic and prehistoric sites.

Major Duties

Develops Forest program for cultural resources management, including policy formulation, development of immediate and long-range objectives, integration with resource activities, and establishment of priorities.

Plans and executes surveys for the location and verification of archeological and historical sites and provides guidance to line management in marking, protection, and salvage of these sites. Ensures that scientific and systematic procedures are followed in identifying, evaluating, and classifying cultural resource areas.

Directs the preparation of maps, inventories, reports, and records relative to the discovery, protection, inventory, salvage, and interpretation of cultural resource areas.

Oversees archeological examination of road, reservoir, recreation, and other ground disturbing projects where archeological materials may be subject to destruction or damage. Recommends or reviews the recommended mitigating action.

Provides consultation and advice to Forest personnel for problems in which cultural resources are involved.

Supervises the excavation and salvage of archeological sites.

Prepares contract specifications for cultural resource surveys or salvage of cultural resource sites and monitors contract operations.

Advises and makes recommendations on interpretation and application of cultural resource management in the land management planning effort.

Represents the Forest at Regional and National scientific organization and society meetings and presents technical papers on the progress of archeological activities and results of investigations. Prepares reports for publication in professional journals.

Conducts training programs in cultural resource management for Forest personnel.

Factor 1, Knowledge Required by the Position

Professional knowledge of archeological principles, practices, and concepts to accomplish the full range of duties connected with cultural resources management.

Knowledge of the principal laws dealing with cultural resources management in the Forest Service and accompanying regulations.

Knowledge of National Forest land management policies and procedures sufficient to ensure that the plans and programs are consistent with such policies and procedures.

Knowledge of archeological survey procedures and the ability to relate results of studies and surveys to concepts of multiple-use management.

Familiarity with related fields such as timber management, hydrology, soils, recreation management, range, and geology in order to consider resource management issues when carrying out archeological duties.

Knowledge of administrative procedures in order to plan, program, and budget cultural resource programs.

Knowledge of various cultures and ethnic groups who inhabited the region in past periods, to relate findings to the appropriate cultures.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope, general objectives, and time limitations.

Incumbent independently plans and carries out the work, resolving most of the problems and conflicts as they arise; coordinates work with others as necessary, and interprets policy on own initiative in terms of established objectives. Keeps supervisor informed and only seeks advice in very unusual or novel situations involving Agency policy.

Completed work is reviewed generally for meeting program objectives.

Factor 3, Guidelines

Guidelines include Agency policy, manuals and handbooks, supplemental guides, approved land management and long-range functional plans, and professional journals and publications. Guides are not specific to handling the range of situations encountered in the assignment.

As a result, the incumbent must use judgment in adapting, modifying, and extending methods and techniques to fit specific situations. The incumbent drafts Forest-wide guidelines, directives, and procedures.

Factor 4, Complexity

The work includes varied cultural resource duties requiring many different and sometimes unrelated processes and methods.

Cultural resource sites are a source of controversy among various interest groups because of the conflicts inherent in requests for maximum use of available forest resources on the one hand and the prehistoric and historic sites on the other. Many of the situations encountered require new management techniques for planning and administration;developing new criteria for evaluation and future programing; and gathering pertinent information to guide decisionmaking.

The assignment requires the incumbent to interpret available data in terms of the variables involved, and to extend and modify procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is plan, carry out and to provide advice and assistance to Forest units on cultural resource management activities.

The cultural resource decisions have an impact on all resource programs and on large areas of land.

Factor 6, Personal Contacts

Contacts are with other archeologists and specialists in related fields, universities, museums, other Federal agencies, State and local agencies, and private individuals, groups, or organizations.

Factor 7, Purpose of Contacts

Contacts are to review the work of Forest area employees and to exchange cultural resource information of concern to the Forest Service, the State and the general public.

Factor 8, Physical Demands

The work involves field and office work. Work in the field requires walking and climbing over rugged terrain under adverse conditions.

Factor 9, Work Environment

Work requires exposure to hot and cold weather when field work is being performed. Protective equipment is required when the incumbent is working near ongoing resource operations, or other resource projects.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N1012	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Personnel Management Specialist	GS	201		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) PERS MGMT SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N1012

PERSONNEL MANAGEMENT SPECIALIST, GS-201-5

Introduction

This position is located on a Forest Service unit. The incumbent of this position serves as a basic trainee and receives a variety of training designed to develop the incumbent for a higher level personnel position.

Major Duties

As a trainee, performs duties which are designed to orient the employee to Forest Service programs as well as to provide training in the basic concepts, regulations, policies, guidelines, and practices of Federal Personnel Management.

Receives formal and on-the-job training in Office of Personnel Management, Department of Agriculture, and Forest Service policies, rules, regulations, and procedures.

Assists with a variety of duties associated with the day-to-day operation of the unit's personnel program. Reviews personnel actions for adherence to established regulations, policies, and procedures. Initiates memorandums to field units calling attention to errors and discrepanies. Reviews applications to insure completeness, or to identify reinstatement eligibility, suitability problems, and rehire eligibility. Reviews T&A's for proper completion in accordance with pay and leave regulations. Reviews requests for training for completeness and conformance to the Forest training program.

Receives training and work assignments in contracting, budget and finance, purchasing, and the business phases of the Forest's resource activities.

Factor 1, Knowledge Required by the Position

Knowledge such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study that would enable the employee to perform trainee-level duties. Ability to express thoughts both verbally and in writing is required.

Factor 2, Supervisory Controls

Works under the close supervision of a higher grade employee, who assigns work on the basis of specific and detailed instructions as to what is required.

The supervisor is frequently consulted on matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and conformance to instructions.

Factor 3, Guidelines

Guidelines include Forest Service, Department of Agriculture, and Office of Personnel Management manuals, handbooks, and directives, and applicable laws, rules, regulations, and policies.

Works in strict adherence to the guidelines, consulting the supervisor before any deviations are made.

Factor 4, Complexity

Assignments consist of specific, often unrelated tasks, designed to orient the trainee in the practical application of personnel management principles.

Factors to be considered differ with the subject, phase, or issues involved in each assignment. Alternatives available are few and easily recognizable.

Assignments are typically screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of basic personnel management and administrative principles.

The effect of the work is to facilitate the work of others in the personnel management unit.

Factor 6, Personal Contacts

Contacts are with employees in various units within the immediate office.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining or giving information directly related to the work.

Factor 8, Physical Demands

The work is sedentary.

Factor 9, Work Environment

Work is performed in an office environment.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N1013	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO

1 - NON-CRITICAL

2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Personnel Management Specialist	GS	201		7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
PERS MGMT SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N1013

PERSONNEL MANAGEMENT SPECIALIST, GS-201-7

Introduction

This is an advanced trainee position on a Forest Service unit. The purpose of this position is to train the incumbent for a higher level personnel management position.

Major Duties

As an advanced trainee, performs a variety of duties designed to further the training and development of the incumbent in personnel management. Assignments emphasize the analytical and judgment aspects of Federal personnel work.

Assists with a variety of duties associated with the day-to-day operation of the unit's personnel program. Studies, analyzes and recommends title, series, and grade for positions on the unit. Based on inputs from subunits and supervisors, prepares the draft training program for the unit. Based on subunit plans, develops the draft recruitment plan including identification of problem areas with recommended solutions. Prepares draft of adverse action cases including proposed letter of adverse action, case analyses, etc.

Receives training and work assignments in contracting, budget and finance, purchasing, and the business phases of the Forest's resource activities.

Factor 1, Knowledge Required by the Position

Knowledge and understanding of personnel management principles, concepts, and techniques to perform limited analyses and solution development of personnel problems.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade employee who makes assignments on the basis of specific instructions as to the objectives, scope and procedures to be used.

Work of a repetitive nature is performed independently. The employee consults with the supervisor on any deviation, problems, or unusual situations.

Upon completion, work is reviewed for accuracy and adherence to standard practices, and to assure conformance with requirements.

Factor 3, Guidelines

Guidelines include Forest Service, Department of Agriculture, and Office of Personnel Management manuals, handbooks, and applicable laws, rules, and regulations, policies, and established precedents. These guidelines are detailed and are usually applicable to the assigned work.

The employee must exercise some judgment in selecting appropriate guidelines and deciding among alternative approaches. Situations where existing guidelines are inadequate are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied projects or cases which are designed to provide diversified experience in the personnel specializations as a foundation for higher level personnel management assignments.

Assignments are typically screened to eliminate difficult or unusual problems.

Work requires familiarity with and use of a number of standard personnel management principles, methods, and practices in order to solve relatively limited problems.

Factor 5, Scope and Effect

The purpose is to develop personnel, analytical, and judgment skills by working on cases or projects.

The work contributes to the unit's overall personnel management program.

Factor 6, Personal Contacts

Contacts are with employees in the immediate unit, counterparts in other personnel units, and job applicants or other outside contacts.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining or giving information directly related to the work.

Factor 8, Physical Demands

The work is sedentary.

Factor 9, Work Environment

Work is performed in an office environment.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5122	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Personnel Management Specialist	GS	201		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) PERS MGMT SPEC

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ________ Date ________

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N5122

PERSONNEL MANAGEMENT SPECIALIST, GS-201-9

Introduction

This position is a Personnel Management Specialist on a Forest Service unit.

Major Duties

Provides classification advice and services to the organization. Discusses application of classification and organization principles with forest staff and recommends appropriate action. Classifies positions in accordance with accepted principles of position classification and within delegated authority.

Examines pay and leave situations, defining problem areas, determining alternatives, advising supervisors of requirements, and following through to ensure that Forest employees are paid in accordance with law and regulation.

Applies various appointment authorities, qualification standards, and employment regulations and procedures to assist management in recruiting and selecting applicants for employment. Assists forest staff in determining and meeting specific personnel needs.

Provides advice and assistance to supervisors in performance and/or disciplinary situations. Advises Forest personnel on benefits and related programs. Participates in labor management negotiations.

Participates in development and implementation of Forest employee development and safety programs, including performance appraisal, training and awards.

Actively supports the Civil Rights and Affirmative Action programs in all areas of personnel management.

Factor 1, Knowledge Required by the Position

Knowledge of the principles, concepts, and methodology of personnel management and the ability to apply them to a variety of personnel functions. Knowledge of applicable principles and concepts of classification, pay, staffing, employee relations, safety and employee development in order to locate, interpret, and apply them to operating assignments and problems.

Ability to communicate orally and in writing to provide information.

Factor 2, Supervisory Controls

The supervisor provides objectives, priorities, time limits, background, and assists the employee with unusual situations.

The employee plans and schedules recurring work, handles most problems, and carries most work through to completion on own initiative according or previous training and instructions.

Completed work is evaluated for technical soundness and compliance with personnel policies and regulations.

Factor 3, Guidelines

Guidelines include Agency policy and regulations, Federal Personnel Manual, Department Personnel Manual, Forest Service manual and handbooks, Position Classification Standards, and X-118 Qualification Standards.

The employee uses judgment in interpreting and applying the information to specific cases and complex situations.

Factor 4, Complexity

Assignments are diverse and cover a number of different personnel projects in classification, pay, staffing, employee relations, employee development, and safety. Issues require analysis of management needs, selection of appropriate regulations, and proper application of methods, procedures, and techniques.

Factor 5, Scope and Effect

The purpose of the work is to provide advice, counsel, and technical services to unit personnel, and to ensure that personnel programs meet organization objectives as well as comply with regulations.

Work efforts have an impact on the acceptability and reliability of further personnel processes and/or services.

Factor 6, Personal Contacts

Contacts are with unit employees, personnel specialists in higher organization units, other Federal agencies, and with the general public.

Factor 7, Purpose of Contacts

Contacts are to provide technical assistance, administer programs, advise managers and employees, and obtain or give information on personnel programs.

Factor 8, Physical Demands

Work is normally sedentary.

Factor 9, Work Environment

Work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b SUPV/MGR CODE
	11		X	N1003	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Clerk	GS	303		1	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CLK
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N1003

CLERK, GS-303-1

Introduction

This position is located in a Forest Service unit. The position serves as a general clerk and performs a variety of general office procedures.

Major Duties

Answers telephone and refers calls under guidance of supervisor.

Operates copying machines following specific instructions.

Sorts, arranges, and files material in accordance with specifically described and readily understood system.

Types file labels or similar materials that do not require skill in operation of a typewriter.

Factor 1, Knowledge Required by the Position

Skill in readily absorbing and following clear-cut instructions.

Factor 2, Supervisory Controls

Works under the close supervision of a higher grade employee who provides detailed, specific instructions on all assignments.

Incumbent works as instructed and consults supervisor on all matters not specifically covered in initial instructions.

Work is spot checked in progress and is reviewed upon completion for accuracy, adequacy, and adherence to instructions and established procedures.

Factor 3, Guidelines

Written or oral instructions provide specific guidelines for each duty and no interpretation is necessary.

When instructions do not apply, problem is referred to supervisor.

Factor 4, Complexity

Sorts, arranges, and files simple material. Assignments are repetitive and employee has no choice in what is to be done. Duties are simple and easily mastered. Employee is given complete instructions on the order and sequence of tasks.

Factor 5, Scope and Effect

Purpose of the work is to facilitate the work of other higher grade clerical personnel in the unit and to perform basic clerical tasks.

Impact of work efforts is confined to the immediate work unit.

Factor 6, Personal Contacts

Contacts are generally limited to personnel in the immediate office.

Factor 7, Purpose of Contacts

Contacts are for obtaining information and relaying messages.

Factor 8, Physical Demands

Most work is performed while seated. There is some walking, standing, and bending.

Factor 9, Work Environment

Work is performed in an office.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1002	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE -
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Mail Clerk	GS	305		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) MAIL CLK

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N1002

MAIL CLERK, GS-305-3

Introduction

Serves as Mail Clerk on a Forest Service Unit.

Major Duties

Sorts incoming mail by that to be opened and that to be delivered unopened. Enters date and hour on envelopes containing bids. Delivers bids and remittances unopened. Determines unit affiliation of persons to whom personal or confidential mail, checks, or bonds belong and delivers unopened.

Opens mail and stamps with receipt date.

Sorts mail by delivery points. Determines staff by file designation or routing slip. Determines destination of undesignated mail by reading to determine general or specific subject matter.

Delivers mail to "in" baskets, picks up mail from "out" baskets, and sorts and redistributes.

Examines outgoing mail for signatures and addresses, determines whether enclosures are present as specified in letter. Separates outgoing mail, distributes copies, and returns file material to originating office or central files or routes it according to established procedures. Operates postal machines for metered mail. Closes and locks mailbags, prepares and attaches labels, and wraps packages.

Records and controls incoming and outgoing registered, insured, and certified mail, and completes associated forms.

Sorts incoming and outgoing circular letters, directives, and printed material according to specific distribution lists.

May operate copying machine, file or pull documents from files, substitute for receptionist or other clerical positions during absence, or inventory and order or stock forms and supplies as directed and as required by the workload.

Factor 1, Knowledge Required by the Position

Basic knowledge of the organizational structure of the unit, functions of each staff or office, the subject matter content of the documents being processed, and the names and addresses of outside units to which mail is commonly sent, to sort incoming and outgoing mail.

Knowledge of internal procedural instructions and mail schedules, to receive, sort, route, and deliver mail; also knowledge of outgoing mail requirements, such as format, signatures, enclosures, etc., to check and sort documents.

Knowledge of postal regulations to prepare, receive or dispatch certified, registered, or special delivery mail.

Knowledge of mailroom equipment and its operation to process incoming and outgoing mail.

Knowledge of Forest Service Filing System to sort and deliver mail and to recognize errors in outgoing material.

Factor 2, Supervisory Controls

Supervisor assigns work, giving instructions on new or changed procedures.

Most duties are performed independently according to established procedures. Supervisor is usually available to resolve unusual problems.

Work is spot checked for accuracy, timeliness, and compliance with regulations.

Factor 3, Guidelines

Guidelines, either written or oral, are provided and are applicable to most situations. Written guides include postal regulations, organizational charts, lists of staff units, telephone directoriesf, and file handbook.

Guides are applied strictly; deviations are referred to supervisor.

Factor 4, Complexity

Duties are primarily mail sorting, routing, and dispatching which require recognizing and routing a large variety of documents.

Incumbent must determine subject matter by reading correspondence, recognize when enclosures are missing, etc.

Principal duties must be performed to meet schedules and deadlines.

Factor 5, Scope and Effect

The purpose of the work is to provide mail services to staff units and facilitate the work of others.

The promptness and accuracy of sorting and delivery affect the general efficiency of the units served.

Factor 6, Personal Contacts

Contacts are with coworkers in the immediate unit and employees in other units to which mail is delivered.

Factor 7, Purpose of Contacts

Contacts are for the exchange of information regarding the processing, delivery, or dispatching of mail.

Factor 8, Physical Demands

Requires the lifting and carrying of moderately heavy packages of mail or printed materials, mailbags, and pouches. Occasionally lifts materials over 35 pounds. Duties are performed while walking, sitting, bending or standing.

Factor 9, Work Environment

Work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1001	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Mail and File Clerk	GS	305		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) MAIL & FILE CLK

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N1001

MAIL AND FILE CLERK, GS-305-3

Introduction

Serves as Mail and File Clerk on a Forest Service Unit.

Major Duties

Sorts incoming mail by that to be opened and that to be delivered unopened. Enters date and hour on envelopes containing bids. Delivers bids and remittances unopened. Determines unit affiliation of persons to whom personal or confidential mail, checks, or bonds belong and delivers unopened.

Opens mail and stamps with receipt date.

Sorts mail by delivery points. Determines staff by file designation or routing slip. Determines destination of undesignated mail by reading to determine general or specific subject matter.

Delivers mail to "in" baskets, picks up mail from "out" baskets, and sorts and redistributes.

Examines outgoing mail for signatures and addresses, determines whether enclosures are present as specified in letter. Separates outgoing mail, distributes copies, and returns file material to originating office or central files or routes it according to established procedures. Operates postal machines for metered mail. Closes and locks mailbags, prepares and attaches labels, and wraps packages.

Records and controls incoming and outgoing registered, insured, and certified mail, and completes associated forms.

Sorts incoming and outgoing circular letters, directives, and printed material according to specific distribution lists.

Establishes and maintains unit files. Screens files, determines which should be disposed of, retired to records depository, or retained. Inventories records. Prepares and maintains records of retired files.

Posts changes to Forest Service Manual and other references.

May operate copying machine, substitute for receptionist or other clerical positions during absence, or inventory and order or stock forms and supplies as directed and as required by the workload.

Factor 1, Knowledge Required by the Position

Basic knowledge of the organizational structure of the unit, the functions of each unit, the subject matter content of the documents being processed, and the names and addresses of outside units to which mail is commonly sent, to sort incoming and outgoing mail.

Knowledge of internal procedural instructions and mail schedules, to receive, sort, route and deliver mail; also knowledge of outgoing mail requirements, such as format, signatures, enclosures, etc., to check and sort documents.

Knowledge of postal regulations to prepare, receive, or dispatch certified, registered, or special delivery mail.

Knowledge of mailroom equipment and its operation to process incoming and outgoing mail.

Knowledge of Forest Service Filing System including methods and procedures to file, locate, screen and retire materials.

Factor 2, Supervisory Controls

Supervisor assigns work giving instructions on new or changed procedures.

Most duties are performed independently according to established procedures. Supervisor is usually available to resolve unusual problems.

Work is spot checked for accuracy and compliance with regulations.

Factor 3, Guidelines

Guidelines, either written or oral, are provided and are applicable to nearly all situations. Written guides include postal regulations, organizational charts, lists of staff units, telephone directiories, and file handbook.

Guides are applied strictly; deviations are referred to supervisor.

Factor 4, Complexity

Duties include various mail, file, and miscellaneous office tasks, most of which are related and which require recognizing and routing or filing a large variety of documents.

Incumbent must choose the action to be taken such as determining subject matter by reading correspondence, recognizing when enclosures are missiing, etc. Must search for and locate missing materials when specific identifying information is lacking.

Principal duties must be performed to meet schedules and deadlines.

Factor 5, Scope and Effect

The purpose of the work is to provide mail and file services to staff units and facilitate the work of others.

The promptness and accuracy of the work affect the general efficiency of the units serviced.

Factor 6, Personal Contacts

Contacts are with coworkers in the immediate unit and other employees in units to which mail and files are delivered.

Factor 7, Purpose of Contacts

Contacts are for the exchange of information regarding the processing, delivery, or dispatching of mail, and the filing of materials.

Factor 8, Physical Demands

Requires the lifting and carrying of moderately heavy packages of mail or printed materials, mailbags, and pouches. Occasionally lifts materials over 35 pounds. Duties are performed while walking, sitting, bending, or standing.

Factor 9, Work Environment

Work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1004	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Clerk-Typist	GS	322		2	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CLK TYP

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N1004

CLERK-TYPIST, GS-322-2

Introduction

This position is located in a Forest Service unit. The incumbent performs routine clerical and typing duties in support of the unit.

Major Duties

Types a variety of routine material including correspondence, reports, and office forms.

Answers telephone and receives visitors; refers inquiries to others for action.

Opens and date stamps incoming mail for action or distribution. Checks outgoing mail for signature, address and enclosures and prepares for mailing.

Files correspondence, reports and similar materials where established subject-matter breakdowns are easily identified. Copies, assembles, and distributes material.

Factor 1, Knowledge Required by the Position

Skill of a qualified typist to operate typewriting equipment to accomplish typing assignments.

Knowledge of grammar, spelling, capitalization, and punctuation to identify and correct errors. Skill in using standard dictionaries.

Knowledge of name, location and telephone number of key personnel in the unit.

Knowledge of outgoing mail procedures.

Factor 2, Supervisory Controls

The supervisor assigns work with clear and specific instructions.

Incumbent works as instructed and seeks advice on all matters not specifically covered by instructions.

Work is reviewed in draft, to ensure accuracy of content and adherence to instructions and guidelines, and upon completion and final copy, for conformance with draft and any corrections made in the draft.

Factor 3, Guidelines

Detailed and specific guidelines are established and include correspondence guides, standard dictionaries and similar references.

Deviation from established methods is not permitted.

Factor 4, Complexity

Typist assignments are limited to copy work that is not complicated and where a knowledge of specialized terms is not required. Incumbent types material from clean copy that may involve specialized or nontechnical subject-matter fields. Typing is limited to producing a verbatim copy of the material. Clerical duties are clear cut and are directly applicable to assigned tasks. Types rough drafts from voice recording or written material where attention to arrangement is not required and typographical errors are permitted.

Factor 5, Scope and Effect

The purpose of the work is the production of typing and clerical work which contributes to the smooth operation and effectiveness of the unit.

Factor 6, Personal Contacts

Personal contacts include coworkers in the unit.

Factor 7, Purpose of Contacts

Contacts are to exchange information concerning the typing and clerical tasks assigned and to greet and refer visitors as appropriate.

Factor 8, Physical Demands

Most of the work is performed while seated. Some walking, standing, bending, and lifting are required.

Factor 9, Work Environment

Duties are performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1005	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Clerk-Typist	GS	322		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CLK TYP

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: Katherine Q. Solberg
and Title: Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-79)

Standard Job No. N1005

CLERK-TYPIST, GS-322-3

Introduction

This position is located in a Forest Service unit. Incumbent provides typing and clerical services.

Major Duties

Types in final form a variety of correspondence, reports, and forms, including technical material, tabular material, and other nonroutine typing from rough draft or voice recordings.

Greets office visitors and answers telephone; provides routine information such as telephone numbers or location of key personnel. Refers other inquiries to appropriate person.

Files correspondence, reports, and similar materials; posts and files manual and handbook changes and supplements.

Factor 1, Knowledge Required by the Position

Skill of a fully qualified typist to operate conventional or word processing equipment to accomplish assignments in a proficient manner.

Knowledge of grammar, spelling, capitalization, and punctuation to identify and correct errors; sufficient knowledge of specialized terminology to use reference dictionaries to ensure proper spelling.

Basic knowledge of unit organization to refer inquiries to appropriate persons.

Knowledge of subject files and manuals for proper filing of materials.

Factor 2, Supervisory Controls

The supervisor provides instructions on new or changed tasks.

Recurring work is performed independently. Unusual problems and those not previously encountered are discussed with the supervisor.

Completed work is spot-checked for accuracy.

Factor 3, Guidelines

Agency manuals and handbooks, other written and oral instructions are available for working tools.

The incumbent performs within the limits of the guidelines. Some judgment is required in locating, selecting and applying appropriate guides to accomplish assignment. When guidelines do not apply, the problem is referred to the supervisor.

Factor 4, Complexity

Typing is generally completed in final form without intermediate draft. Specific guides and instructions are provided for the accomplishment of the assigned tasks. Work includes ensuring the accuracy of typed material such as spelling and grammar, assembling material in proper order, and use of files to check accuracy of dates, citations and data.

Factor 5, Scope and Effect

The purpose of the work is the completion of accurate typing and clerical work that contributes to the smooth operation and effectiveness of the unit.

Factor 6, Personal Contacts

Contacts are with employees of the immediate office, visitors, and employees of the units requiring typing services.

Factor 7, Purpose of Contacts

Contacts are to obtain and exchange factual information and receive instructions pertaining to assigned duties.

Factor 8, Physical Demands

Work requires standing, walking, stooping, reaching, occasional lifting and carrying of small packages, etc.

Factor 9, Work Environment

Work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11		X	N5019	N (0 - EXEMPT 1 - NON-EXEMPT)	

5. SENSITIVE POSITION CODE

- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Programer	GS	334		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR PROGMR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
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b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5019

COMPUTER PROGRAMER, GS-334-5

Introduction

This position is located in a Forest Service unit. The incumbent of this position serves as a basic trainee.

Major Duties

As a trainee, works with computer programers performing technical analysis and basic programing duties.

Operates a terminal and performs limited data entry, editing, program execution, and data retrieval.

Operates computer peripheral equipment, microprocessors, distributed data systems and is involved in a variety of programing applications.

Factor 1, Knowledge Required by the Position

Basic knowledge of data processing functions, and general management principles in order to comprehend the relationships of the stages in automating a work process.

Ability to learn programing techniques, technical data terminology, and other characteristics of the work process or equipment pertinent to an area of application or specialization.

Factor 2, Supervisory Controls

Works under the direct supervision of a higher grade employee who assigns work on the basis of specific and detailed instructions as to what is required.

The supervisor is frequently consulted on matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and conformance to instructions.

Factor 3, Guidelines

Guidelines consist of texts, published standard procedures, and detailed instructions.

The employee works in strict adherence to the guidelines, and deviations must be authorized by the supervisor.

Factor 4, Complexity

The assignments are primarily to orient the employee in the terminology, procedures and work flow of the organization.

Factors considered in the work are straightforward and factual.

Assignments usually involve various sequential steps which closely follow patterns of previous work done in the organization.

Factor 5, Scope and Effect

The work consists of a few separate tasks or procedures performed as a trainee to develop skills.

Work contributes to the accomplishment of work in the immediate unit.

Factor 6, Personal Contacts

Contacts are with employees in the immediate organizational unit.

Factor 7, Purpose of Contacts

Contacts are to obtain or give information directly related to assigned work.

Factor 8, Physical Demand

The work is sedentary.

Factor 9, Work Environment

Work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5018	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Programer	GS	334		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
COMPR PROGMR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor　　Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg　　4-2-84
Signature　　Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5018

COMPUTER PROGRAMER, GS-334-7

Introduction

This position is located on a Forest Service administrative unit. The incumbent of this position serves as an advanced trainee.

Major Duties

Receives on-the-job training in the operation and programing of on-site computer equipment. Receives formal training and work assignments in the use of programing languages and in the use of various information systems.

Analyzes situations and determines applicability to computer solutions.

Receives instruction on the use of a data base management system for FLIPS, works with this data base, and aids others in its use.

Factor 1, Knowledge Required by the Position

Knowledge of procedures, programing standards, utility programs available, factfinding approaches, and requirements of the organization to carry out programing assignments.

Knowledge of agency programing standards, pertinent computer equipment characteristics, and basic skill in the use of programing techniques to maintain and modify an assigned group of programs.

Factor 2, Supervisory Controls

Supervisor makes assignments and provides instructions on what is expected, timeframes, and priorities.

Employee carries out projects independently but obtains advice on unanticipated problems.

Work is monitored in progress and reviewed for appropriate use of methods, techniques, and compliance with standards.

Factor 3, Guidelines

Guidelines consist of manuals on procedure standardization and operation. Incumbent works with technical manuals pertaining to each piece of equipment or operation.

Employee uses judgment in selecting proper techniques and procedures. The supervisor is consulted where guidelines are inadequate or significant deviations are proposed.

Factor 4, Complexity

Tasks are varied and involve working with computer programs and equipment, compiling information and constructing reports.

Employee performs limited analysis of system relationships and use of alternate techniques.

Established techniques generally can be used and emphasis is on devising programing changes needed to comply with revised specifications.

Factor 5, Scope and Effect

Employee performs programing, operation, modification of programs or procedures, and analysis of factors and conditions to implement modifications in the applications area.

The work performed affects the unit's operations.

Factor 6, Personal Contacts

Contact is with unit coworkers and other employees on the unit.

Factor 7, Purpose of Contacts

Contacts are to obtain facts or receive requests regarding computer program requirements or results.

Factor 8, Physical Demand

The work is sedentary.

Factor 9, Work Environment

Work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE
	11		X	N5016	E	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Programer Analyst	GS	334		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR PROGMR ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
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b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5016

COMPUTER PROGRAMER ANALYST, GS-334-9

Introduction

Position is established in a Forest Service unit to modify existing and develop new applications programs for unit needs.

Major Duties

Prepares new programs or modifies existing programs according to established specifications.

Develops flow charts, formats, layouts for files and records, and run-to-run interfaces for local systems. Determines logic, codes, tests, debugs, prepares operator instructions and documentation. Makes corrections to meet unexpected program exceptions. Writes and maintains computer operator instructions for programs as assigned.

Provides technical support to users on the unit in the identification, design, development, documentation, and implementation of requested and approved applications.

Factor 1, Knowledge Required by the Position

Knowledge of the overall design, function and approach of the systems with which concerned in order to modify or develop new applications. Knowledge of programing techniques and the unit's computer equipment and systems software necessary to develop and maintain applications programs where feasibility studies and determination of inputs, outputs, equipment and systems software to be used has been accomplished by others. Knowledge of approved agency ADP standards, policies, and techniques.

Knowledge of programs currently used on the unit and throughout the Forest Service.

Factor 2, Supervisory Controls

Receives assignments in the form of specifications for modifications or programing projects. The supervisor provides guidance in unprocedented problems.

The employee plans and carries out the successive steps and handles problems and deviations in the assignment in accordance with instructions, policies, previous training, and standard operating practices.

Completed projects are reviewed for conformance to requirements, adequacy of documentation, timely accomplishment, and efficiency in terms of machine time.

Factor 3, Guidelines

Guidelines include agency handbooks and manuals, users guides, agency programing standards, and related programs.

Existing program documentation is often inadequate and considerable analysis is typically required prior to interpreting what documentation does exist. Precedents seldom can be used without modifications. Judgment is required in areas such as devising program logic and selecting and adapting programing techniques to accomplish the project.

Factor 4, Complexity

The work consists of independent accomplishment of those basic stages in an automation project where primary emphasis is on programing development, or modification can be made on the basis of detailed statements of requirements and systems design.

The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another.

Analysis is required to plan the detailed logic and sequence of actions to effect the changes, to develop adequate test data, and to anticipate the effects of changes on subsequent changes to the system.

Factor 5, Scope and Effect

The work involves analyzing various factors and conditions such as the need for supplementary information, error conditions to be tested for, interrelationships with other systems, etc.

Programs developed and modified affect various functional programs in the unit.

Factor 6, Personal Contacts

Personal contacts are primarily with users and other computer workers.

Factor 7, Purpose of Contacts

Contacts are to obtain factual information from users, resolve minor problems, and exchange information on program and system requirements.

Factor 8, Physical Demands

The work is primarily sedentary.

Factor 9, Work Environment

The work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5017	4a. FLSA STATUS E (E - EXEMPT, N - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
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6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Programer Analyst	GS	334		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
COMPR PROGMR ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name: and Title:

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Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

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b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5017

COMPUTER PROGRAMER ANALYST, GS-334-9

Introduction

This position is located on a Forest Service unit where the incumbent functions as facilities manager over the unit's Type A mini-computer, peripheral equipment, and tape and disc library.

Major Duties

Advises management officials on the characteristics, capabilities, and data support potential of the unit's computer equipment. Trains employees on the use and maintenance of the Type B equipment, video terminals, and the other equipment interfaced with the unit's mini-computer.

Directs the operation of the computer facility hardware including disc and tape drives, printers, and central processing unit. Directs or personally executes the operating system including assembler, compiler, and use of utility programs. Troubleshoots system errors when necessary.

Develops new, or revises existing, program routines to expedite the local processing of resource and general management data. Advises management officials of costs, capabilities, and work impacts of new programs.

Analyzes program specifications, outlines logic and sequence of actions required, prepares flow charts, and modifies job control language to fit each local situation. Tests and debugs completed applications, and prepares operator or user instructions on local processing requirements.

Supervises one to two subordinate employees engaged in the scheduling and execution of data processing requests, and the maintenance of the tape and disc library, control records, and computer manuals. Schedules work assignments, identifies training needs, and rates performance. Resolves minor performance problems and recommends disciplinary action when warranted.

Is responsible for actively supporting civil rights as expressed in the Civil Rights Act of 1964, as amended, and communicating this support to subordinates. Cooperates in developing and carrying out affirmative actions as described in the Service-wide Affirmative Action Plan and the unit Affirmative Action Plan that have a bearing upon the area of his/her assigned responsiblity.

Factor 1, Knowledge Required by the Position

Knowledge of Forest Service programing standards; mini-computer and peripheral equipment characteristics; and skill in the use of programing techniques to maintain, troubleshoot, and perform minor modifications.

Knowledge of programs developed at the Regional, Agency, and Department levels, as well as private industry, in order to advise resource managers and business management specialists on the most economical and efficient means to automate selected work processes.

Must be familiar with the unit's resource and administrative management activities, including the procedural requirements of the program planning and budget process in order to identify data storage and retrieval requirements, program transactions, and output formats for the work to be automated.

Factor 2, Supervisory Controls

The supervisor assigns work on the basis of project priorities and objectives.

The incumbent operates independently in carrying out assigned work activities and in directing the data processing support work of the unit, but receives assistance from the supervisor as well as specialists in the higher level information systems staff on problems not previously dealt with.

The work is reviewed on completion of assigned projects in terms of the incumbent's effectiveness in advising on and directing the ongoing computer support activites.

Factor 3, Guidelines

Guidelines consist of standards, regulations and directives, subject-matter procedures, and precedents.

Precedents and regulations typically are applicable only in that they provide data on coordination required and sources utilized in previous projects. The employee uses judgment in interpreting and adapting precedent methodology to the problem at hand. Data in areas such as workload and utilization usually must be obtained by interview of user representatives and review of records.

Factor 4, Complexity

The work consists of implementing computer applications developed by higher level units, modifying existing applications for local use, and developing new program segments from established specifications.

The incumbent must detail complete program logic, prepare necessary documentation, and test and debug new programs to ensure error-free application.

Assignments require that the incumbent analyze program requirements, discern operational relationships, and choose from established techniques in order to resolve the problem involved.

Factor 5, Scope and Effect

The purpose of the work is to provide advisory assistance in the selection and implementation of computerized systems to specific work processes.

The incumbent's effort in carrying out this work will result in more efficent and accurate data reporting and processing.

Factor 6, Personal Contacts

Contacts are made with functional resource and planning specialists throughout the unit, local representatives of computer hardware and software systems, and industry representatives of computer hardware and software systems, and employees in the information systems staff at higher organinzational levels in the Forest Service as well as Department and other Agency computer centers.

Factor 7, Purpose of Contacts

The purpose of contacts is to advise on and provide computer support to unit resource managers, keep current on developments in computer science technology, and implement new programs approved by management.

Factor 8, Physical Demands

The work is primarily sedentary.

Factor 9, Work Environment

The work is performed in an office setting with occasional visits to field worksites.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5015	4a. FLSA STATUS E E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Supervisory Computer Programer Analyst	GS	334		11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
SUPVRY COMPR PROGMR ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5015

SUPERVISORY COMPUTER PROGRAMER ANALYST, GS-334-11

Introduction

This position is located on a Forest Service unit. The incumbent has responsibility for management of computer science activities on the unit.

Major Duties

Plans, develops, and coordinates the implementation of computer-based services and applications. Performs feasibility studies for proposed applications, gathers information from users, and modifies existing or designs new applications.

Responsible for Forest Data Base Management. Writes program language interface programs to update, retrieve, or provide data files for users.

Responsible for assuring Forest adherence to Government-wide, Service-wide, and Region-wide data processing requirements, programs, reports, and standards.

Functions as the principle advisor to the unit staff in the use of programs. This includes reponsibity for determining viable needs, conducting feasibility studies, conducting systems analysis, supervising the programing, testing, and final implementation of computer applications. Systems analysis shall include all activities from identifying user objectives and requirements to final design approval and programing.

Determines hardware, software, and telecommunications equipment necessary to accomplish unit objectives and takes necessary steps to obtain these items.

Assures compliance with operational and security requirements as directed by General Services Administration, Department, and Forest Service regulations.

Serves as an active team member in the unit Planning process and is responsible for formulating and recommending computer science policies, plans and procedures relative to automated systems. After approval, incumbent is responsible for their implementation.

Directly supervises three or more programers, computer assistants and computer clerks.

Plans and schedules the work of the section, establishing work schedules and priorities to meet management objectives. Prepares performance standards for subordinates and reviews and evaluates their work performance. Interviews prospective new employees for vacancies and recommends selection. Recommends transfers, promotions, and other personnel changes. Resolves minor employee complaints and disciplinary problems.

Actively supports the Civil Rights Act of 1964, as amended, and communicates this support to subordinates. Cooperates in developing and implementing efforts to meet the goals of the Service-wide Affirmative Action Plan and the unit Affirmative Action Plan. Demonstrates and conveys an understanding of and sensitivity to issues relating to Civil Rights which occur within the unit.

Factor 1, Knowledge Required by the Position

Full operating knowledge of systems analysis and design techniques in order to perform studies, provide development alternatives and advise management on the merits of proposed ADP applications primarily covering local systems.

Comprehensive knowledge of the capabilities and limitations of the current unit computer system, operating system software, utility programs and programing aids available to carry out application programing projects.

Knowledge of computer logic, program analysis and design, structured programing techniques, higher level programing languages (BASIC, FORTRAN) currently in use by the unit, program testing, and documentation.

Knowledge of Forest Service organizational structure, long-range goals and objectives, and subject-matter fields in order to develop and implement unit programs. Knowledge of application programs currently in use on the unit and those used throughout the Forest Service.

Skill in personal contact with a range of functionally diverse users so that comprehensive technical system purposes, uses, and operating requirements are factually presented within the context of multi-user demands.

Factor 2, Supervisory Controls

The supervisor establishes objectives and priorities for accomplishing the work. Technical guidance is available in from a higher organization level on highly unusual or difficult system problems.

The incumbent applies judgment in determining requirements and designing systems and is responsible for planning and carrying out the assignments, resolving most conflicts which arise, and coordinating the work with others in terms of established objectives. The incumbent determines the approach to be taken and method to be used and keeps the supervisor informed of controversial or potentially serious problems.

Completed work is reviewed in terms of effectiveness in meeting requirements or expected results.

Factor 3, Guidelines

Guidelines include vendor systems and languages manuals and programs, agency instructions and programs, Forest Service Manuals and Handbooks, and Department regulations.

Interprets and adapts guidelines to specific problems. Considerable research is often required to locate the most applicable precedent or instruction for specific situations.

Factor 4, Complexity

The work involves performing studies to advise users on the significant aspects of application design, development of program specifications, and restructuring of existing applications.

Analysis is required to anticipate the numerous exception cases possible, to determine what can be used and what must be changed in existing programs, to anticipate the effects of actions on subsequent stages in the system, and to facilitate eventual modification to the system.

Projects typically extend over several months and require extensive coordination with users of the system to resolve problems.

Factor 5, Scope and Effect

The work involves formulating project proposals and establishing programing specifications.

The work affects the operation of automated systems on the unit and, consequently, the work accomplished by users.

Factor 6, Personal Contacts

Contacts with are unit staff is a variety of disciplines. Additional contacts are with information systems staff at higher organizational levels and outside Agency representatives.

Factor 7, Purpose of Contacts

Contacts are to coordinate work, resolve problems, and to determine Forest needs for program direction. Contacts are also for hardware/software contract administration and outside technical exchange of computer use and methodology.

Factor 8, Physical Demands

Work is sedentary.

Factor 9, Work Environment

Work is performed in an office environment.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N5116	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Clerk	GS	335		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR CLK

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N5116

COMPUTER CLERK, GS-335-3

Introduction

This position is established on a Forest Service unit primarily to acquire skills in accessing a computer through a remote terminal.

Major Duties

Receives on-the-job training in entering and retrieving information through a computer connected terminal; follows run instructions, performs data entry sequence, and executes.

Training covers setting or modifying runstream instructions according to prepared program specifications or run instruction; executing program by demand or batch method; detecting errors such as typos, code transpositions; interpreting and acting upon error messages, etc.

Performs other duties such as data transcription and/or verification; operation of peripheral equipment, etc.

Factor 1, Knowledge Required by the Position

Basic knowledge of user oriented access, command and control language in order to structure terms, codes, and control necessary to execute recurring remote job entry and demand processing requirements through a remote, on-line computer terminal.

Knowledge of product formats, kinds of data content, controls, etc., to review finished product for quality control purposes.

Basic knowledge of system job control language in order to set up or modify run stream codes according to program specifications.

Factor 2, Supervisory Controls

The supervisor explains assignments and any unusual instructions.

After initial instructions, employee performs recurring assignments independently but asks questions to clarify unfamiliar situations.

The supervisor insures that finished work is completed according to instructions.

Factor 3, Guidelines

Production programs are normally well documented through run sheets and books, and are supplemented by processing instructions and procedures for assembling programs and operating equipment. Changes to programs, procedures or new requirements are accompanied by detailed guidelines.

The employee selects the appropriate procedure according to program identification.

Factor 4, Complexity

The employee works with a variety of program applications requiring review of input, control language, and run instructions with each job request. The employee recognizes processing variations in job requests and stages each according to specified requirements and designated priority. Actions to be taken are decided by the employee depending on the need to provide some or all of the input media, add pre-punched control decks, and similar considerations for each job.

Factor 5, Scope and Effect

The work involves support to users by receipt and preparation of programs to be processed, and distribution of output.

The work provides a connection between users and computer operations which affects the timeliness of processing.

Factor 6, Personal Contacts

Personal contacts are with computer assistants and others in the work unit, and direct contacts with users.

Factor 7, Purpose of Contacts

The purpose of contacts is to discuss and clarify factual information about processing procedures, schedules, and utilization records.

Factor 8, Physical Demands

The work is primarily sedentary with some walking, stooping, and bending, and extended periods seated at a computer terminal.

Factor 9, Work Environment

The work is performed in a typical office setting.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11		X	N5108	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Clerk	GS	335		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR CLK

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5108

COMPUTER CLERK, GS-335-4

Introduction

This position is established on a Forest Service unit to provide access to a computer through a remote terminal.

Major Duties

Supports subject matter specialists by entering and retrieving information through a computer connected remote terminal.

Reviews workload, machine utilization estimates and operator reports to assist in planning, developing and maintaining daily remote processing schedules.

Reviews demand processing requests to identify customer needs, sets up or modifies run stream instructions according to prepared program specifications. Executes program by demand or batch method. Monitors jobs in process to detect equipment or program problems.

Reviews output to ensure data is as requested, print is clear, and other specifications are satisfied. Detects errors such as code transpositions or typos, and interprets and acts on error messages.

Assists programers in testing new or modified programs by identifying equipment or processing problems that occur and recommending variations in preparation and control methods to resolve such problems.

Factor 1, Knowledge Required by the Position

Knowledge of user oriented access, command and control language in order to structure terms, codes, and controls necessary to execute remote job entry and demand processing requirements through a remote, on-line computer terminal.

Knowledge of on- and off-line machine load capacities, processing priorities and sequence of processing requirements to schedule work.

Knowledge of product formats, kinds of data content, control or total levels, etc., to review finished product for quality control purposes.

Knowledge of system job control language to set up or modify run stream codes according to program specifications, especially for demand processing and for recurring jobs in which some controls change with each job execution.

Factor 2, Supervisory Controls

Recurring assignments are carried out according to an established schedule. Special or demand processing requirements are received from the supervisor or directly from subject-matter specialists. The supervisor provides written or verbal instructions for changes in processing methods and techniques, alerts the employee to equipment or program problems, recommends methods for resolving problems, and provides instructions for new or highly unusual processing requirements.

The employee performs most of the work independently according to established procedures and methods. Problems in setting up, entering or completing jobs that cannot be resolved by standardized methods are discussed with the supervisor or a programer.

Completed work is reviewed for accuracy and use of proper procedures and methods.

Factor 3, Guidelines

Written guidelines include operating manuals for the equipment used, users guides and language structure for entering jobs through the terminal, programer instructions for setup, control language and terminal command requirements for assigned programs.

The guidelines are clear, generally concise, and provide little room for deviation, except as provided in documented precedents or handbook suggestions for alternative job entry, retrieval strategies and language structuring. The employee locates and applies appropriate guides according to the kind of job to be processed. New or revised job requirements or recurring problems with established jobs that cannot be processed within the existing guidelines or precedent deviations are discussed with the supervisor.

Factor 4, Complexity

The work consists of job entry through a terminal, structuring job processing requirements in a user-oriented, machine acceptable language, and receiving, reviewing, and distributing computer output.

The employee decides what to do by identifying the data content and information structure needed for each demand processing request and selecting the appropriate command strategy to set up, retrieve, and format each job.

Actions to be taking are established for recurring processing requirements. Demand processing is accomplished within a framework of established procedures although the source of the request, format, data content, and controls requested must be considered in order to determine the specific processing actions that are required.

Factor 5, Scope and Effect

The purpose of the work is to schedule, control, and structure, in computer acceptable language, job entry, receipt, and control of data processing requirements.

The results of the work affect the timeliness, efficiency, and accuracy of subsequent work processes and products.

Factor 6, Personal Contacts

Personal contacts in person or by telephone are with programers or other computer personnel. The employee has regular contacts with subject-matter specialists.

Factor 7, Purpose of Contacts

Contacts are to explain system capabilities and limitations, and to discuss alternative means of acquiring desired products, including discussion of the intended use of product and suggested variations in data and format retrievals. Other contacts are for the purpose of exchanging factual information about problems of the system, accepting work, and advising on job status.

Factor 8, Physical Demands

The work is primarily sedentary with some walking, stooping, and bending, and extended periods seated at a computer terminal.

Factor 9, Work Environment

The work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5107	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Assistant	GS	335		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR ASST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84

Signature   Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5107

COMPUTER ASSISTANT, GS-335-5

Introduction

This position is established in a Forest Service unit where the incumbent is responsible for processing administrative and resource oriented management data using remote terminal accessing equipment.

Major Duties

Reviews computer accessing requests to identify customer needs, integrates into processing workload, and schedules computer accessing times. Selects or composes appropriate runstreams, converts input data into the job control language used, and enters data into the terminal

Initiates run instructions to create and edit computerized data files, access and manipulate data from existing data base systems, correct output errors, and to generate a variety of management reports and specialized data printouts.

Monitors printouts of work in progress to detect and resolve runstream problems, data entry errors, and equipment malfunctions. Works with programers and user employees in modifying processing instructions, testing or revising program segments, and modifying accessing procedures to minimize on-line costs.

Maintains user manuals, data files, and ADP records for the unit. Prepares periodic reports of terminal use and ADP costs.

Factor 1, Knowledge Required by the Position

Knowledge of high and low speed terminals and an understanding of job control languages to enter information into systems.

Knowledge of the methods used to convert raw data into acceptable form to enter into programs.

Knowledge of the use and functions of the system editor to create and edit data files.

Knowledge of troubleshooting processes to modify operations in progress.

Knowledge of pertinent terminology to assist in operating programs.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives and priorities.

The incumbent must independently research and resolve processing problems and must carry out continuing assignments with little assistance from the supervisor.

Work assignments are reviewed in terms of computer costs, overall reliability, accuracy of results, system reports and user feedback.

Factor 3, Guidlelines

Guidelines include Agency handbooks, manuals, and technical instructions on the use of remote terminal accessing equipment, including the processing instructions provided with each program.

Requires judgment in selecting and applying the guidelines, references, and processing instructions covering a variety of situations.

Factor 4, Complexity

Must receive, translate, and convert into appropriate access language, a variety of resource management, administrative and planning data not presented in formats which can be directly entered into the computer programs. Must apply a variety of established but variable sequencing instructions including those for resolving computer run errors.

Factor 5, Scope and Effect

The purpose of the work is to provide remote terminal operating support to resource managers and administrative personnel on the unit.

The reliability and efficiency of the work affects the ability of these employees to carry out their assigned functional responsibilities.

Factor 6, Personal Contacts

Contacts are with resource specialists, line managers, administrative personnel on the unit, and the Fort Collins Computer Center.

Factor 7, Purpose of Contacts

Contacts are to discuss computer input requirements, resolve terminal operation and computer run problems, and discuss operating requirements and capabilities of the unit's remote accessing equipment.

Factor 8, Physical Demands

The work is sedentary requiring extended periods of console operation and intense concentration while carrying out computer runs.

Factor 9, Work Environment

The work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N5081	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Computer Assistant	GS	335		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR ASST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5081

COMPUTER ASSISTANT, GS-335-5

Introduction

Serves as a computer assistant on a Forest Service unit utilizing a large computer based system with word processing equipment.

Major Duties

Supports ADP operations through an integrated word and data processing system. Work includes limited phases of computer technology functions.

Traces and documents existing and proposed workflows of ADP systems planned and designed by others. Converts plans into specific machine steps, instructions and codes.

Schedules, monitors, and controls integrated word and data processing production techniques resulting in machine inputs and outputs. Includes the schedule and control sequences of programs processed, including setups and modifications to run streams.

Verifies data so that quantity and quality are adequate and available, and places it in operation for processing according to schedule.

Operates word processor including console, data entry terminal including discs, printer and remote land lines (telephone connections).

Maintains records and supplies associated with equipment, records and equipment maintenance.

Notifies users of changed priorities and status of their work, and when their high priority work is completed.

Prepares input files from source documents.

Determines reasons for machine stoppage and errors; takes necessary action to correct defects.

Prepares minor programs; makes simple program revisions and validates existing program updating and revising instructions as needed.

Factor 1, Knowledge Required by the Position

Knowledge of at least one programing language such as COBOL or FORTRAN.

Technical knowledge of integrated processor capabilities, steps used in data processing work, and fundamental machine languages and techniques in order to develop program corrections which are simple and narrow in scope.

Working knowledge of a variety of routines applicable to customer's desires that can be machine translated, documented, filed, and retrieved.

Working knowledge of testing, debugging and correcting errors by validating information processed.

Skill at scheduling, operating, monitoring and controlling machine operations, and testing for system accuracy through the various steps.

Practical knowledge of digital computers and their applications relating to integrated work and data processing work.

Knowledge of terminology, codes, abbreviations, and graphics used in word processing system documentation and instruction.

Factor 2, Supervisory Controls

The supervisor makes assignments by overall data processing objectives, priorities and deadlines.

Unusual incidents and complicating problems that exceed system capacity which do not have clear precedents are referred to the supervisor. Routine work of established procedures is performed independently in accordance with training or direction from from supervisor.

Work is reviewed by spot checking of operations and special problems identified by the employee or customers.

Factor 3, Guidelines

Guidelines include computer system manuals, programer-operator reference handbooks and established procedures within the unit.

Guidelines are specific in most cases such as equipment routines and word processing procedures; frequently guides are stated in general terms and lack details. Operating procedures change occasionally, which requires judgment and flexibility in modifying and interpreting guidelines.

Factor 4, Complexity

Assesses unusual conditions in machine processing, or incomplete and conflicting input/output data. The employee changes processing routines and methods to correct any undesired end products and failures of operation that adversely affect scheduling and production of a variety of work. Prepares input files; researches problems and assembles control language programs; operates various computer equipment; determines error conditions and solutions; maintains records; and makes minor revision of existing programs.

Input control scheduling, recurring job entry and distribution functions are performed within established methods and procedures. Demand processing requires identification of results and the adapted method or procedure to do it.

Factor 5, Scope and Effect

The purpose of the work is to process a wide range of data through the unit using computer science resources, particularly the integrated work and data word processing system.

The results of the work support natural resource management and decisionmaking processes.

Factor 6, Personal Contacts

Contacts are frequent with unit employees. Infrequent external contacts occur with computer and data processing industry representatives.

Factor 7, Purpose of Contacts

Contacts are for exchanging information; explaining processing problems; and providing support to computer services customers.

Factor 8, Physical Demands

The work is mostly sedentary; some walking, bending, and lifting is required.

Factor 9, Work Environment

Work is performed in an office setting generally around computer equipment in a room with a controlled environment.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5020	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Computer Assistant	GS	335		6	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) COMPR ASST	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84

Signature   Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5020

COMPUTER ASSISTANT, GS-335-6

Introduction

This position is located on a Forest Service unit, where the incumbent performs technical support duties in the operation of the unit's mini-computer, tape and disc drives, printers, and video display console.

Major Duties

Maintains the unit tape library and disc storage devices, as well as unit files containing the systems and applications software used on the unit. Maintains catalogs, manuals, and documentation files for all Regionally and nationally approved software authorized for Forest use, and advises users of their availability.

Ensures that all computer and peripheral equipment are operating properly, and that software for local systems is available for execution. Monitors and satisfies runstream for removable tape and disc storage, and ensures proper sequences with runstream instructions.

Personally selects or composes runstreams to create and edit resource data files, access and manipulate data from existing data base systems, and generate a variety of management reports including specialized data printouts.

Monitors all processing operations to ensure timely and accurate output of completed work. Reviews printouts to troubleshoot and resolve runstream and data entry errors, and ensures that completed output is error-free.

Locates and reports on data transmission problems incurred by users. Performs equipment checks to locate problem sources, notifies maintenance authorities, and takes followup action to ensure that problem is resolved. Conducts training in the use and maintenance of data and word processing equipment.

Factor 1, Knowledge Required by the Position

Knowledge of the operation of Type A and B data processors including printers and video terminals. Knowledge of the procedures for preparing, revising, storing, and accessing data files from several data bases, and for resolving run errors.

Knowledge of system control languages used to developand modify runstreams according to general instructions and review pf project requirements.

Knowledge of the access requirements, capabilities, and characteristics of the centralized computer equipment at Fort Collins in order to transmit processing instructions and input data in the most efficient and cost effective manner .

Knowledge of the purpose and subject matter content of the resource and administrative data processed in order to recognize and convert the data into computer acceptable format.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of processing objectives and priorities.

The incumbent must independently research and resolve computer run errors, and must locate and troubleshoot data transmission problems incurred by users.

The work is reviewed from the standpoint of timeliness, accuracy of results, and cost efficiency in utilizing available systems.

Factor 3, Guidelines

Written guidelines include Forest Service manuals and handbooks, equipment operating manuals, systems and applications software manuals, and user guides for the data systems utilized by the Forest.

The incumbent must exercise judgment in interpreting processing requests, resolving computer run errors, and ensuring the most cost efficient utilization of equipment.

Factor 4, Complexity

The work requires performing a variety of related tasks that require a sequence of actions involving differing methods and procedures.

The work is complicated by the need to monitor and occasionally adjust processing priorities to assure an even flow and distribution of work, analyze processing requests to ensure that input and output from users is on schedule, ensure that all data processing equipment is maintained and utilized to highest cost efficiency, and ensure that terminal users are knowledgeable of accessing procedures and are skilled in the use of data processing equipment.

The work involves computer systems and programs ranging from simple applications programs to complex operating systems, requiring the ability to analyze user problems and recommend appropriate corrective action.

Factor 5, Scope and Effect

The purpose of the work is to provide data processing support to resorce managers and administrative personnel.

The reliability and efficiency of the incumbent's work affects the ability of these employees in carrying out their assigned functional responsibilities.

Factor 6, Personal Contacts

Contacts are with users on the unit, representatives in the information system staff at a higher organizational level, representatives on other units, and personnel from other data processing facilities utilized by the Forest Service.

Factor 7, Purpose of Contacts

The purpose is to discuss computer input requirements, resolve computer and peripheral equipment operation problems, and to discuss the operating requirements and capabilities of various software programs.

Factor 8, Physical Demands

The work is sedentary, requiring extended periods of console operation and intense concentration while carrying out computer runs.

Factor 9, Work Environment

The work is performed in an office setting.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N1006	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Administrative Assistant	GS	341		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): ADMV ASST
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N1006

ADMINISTRATIVE ASSISTANT, GS-341-5

Introduction

This position is located in a Forest Service unit. The purpose of this position is to train and develop the incumbent for a higher level administrative position.

Major Duties

Receives training in Forest Service policies, regulations, interpretations of applicable laws; Comptroller General decisions; OMB, Department, General Services Administration, and Office of Personnel Management policies, rules and regulations; procedures and practices involving budgeting, accounting, personnel management, procurement and supply, resource records and reports, and management.

Receives training in the planning, preparation, and maintenance of a budget by appropriations and subappropriations and learns techniques to ensure the proper charges are made at all times without overdraft. Prepares financial and cost reports.

Receives training followed by assigned responsibilities in auditing vouchers, payrolls, and expense accounts for compliance with regulations, vouchering requirements, appropriations, and functions.

Assists as a trainee is preparation of purchase orders, bids and contracts for purchase of supplies, materials, and equipment for work projects, sale of timber, construction and/or maintenance of various types of engineering improvements, etc. Makes local purchases.

Receives training in the procedures and techniques of office management, supervision, and training of office personnel.

Reviews personnel actions for adherence to established regulations, policies, and procedures. Receives training in recruitment and classification of positions. Checks seasonal employment file to ensure compliance with recruitment and classification standards.

Receives training in Federal wage and leave regulations and in the preparation of resource management records, fees, and auditing of resource books.

Factor 1, Knowledge Required by the Position

Knowledge of the basic principles, concepts, and methodology of administration and management is required by this position to allow the incumbent to perform trainee level duties.

Facility in expressing thoughts verbally and in writing is required.

Factor 2, Supervisory Controls

Works under the close supervision of a higher level employee who makes specific assignments that are accompanied by clear, detailed, and specific instructions.

Employee works as instructed and consults with supervisor on matters not specifically covered in instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines include Agency manuals and directives, pertinent laws or the current regulations in all fields of business administration, including those of such authorities as the General Accounting Office, Office of Personnel Management and OMB.

The employee works in strict adherence to the guidelines, consulting the supervisor for prior authorization before any deviations.

Factor 4, Complexity

Assignments consisting of duties involving related steps, processes, or methods are designed to orient the trainee in the practical application of policy and basic rules and regulations. Factors to be considered differ with the subject, phase, or issues involved in each assignment. Alternatives available are few and easily recognizable. Assignments are typically screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of policy, rules, and regulations.

The effect of the work is to facilitate the work of other business management employees within the immediate office.

Factor 6, Personal Contacts

Contacts are with employees in various units within the unit.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction and reporting on findings.

Factor 8, Physical Demands

Work is sedentary except for occasional walking or bending in the field.

Factor 9, Work Environment

Work is performed in an office setting although there are occasional visits to field sites.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N1007	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Administrative Assistant	GS	341		7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ADMV ASST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE "2" OR CODE "4" HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N1007

ADMINISTRATIVE ASSISTANT, GS-341-7

Introduction

This position is located in a Forest Service unit. The purpose of the position is to qualify the advanced trainee for a higher level administrative management position.

Major Duties

Trains in Forest Service policies, regulations, and interpretations of applicable laws; Comptroller General decisions, OMB, Department of Agriculture, General Services Administration and procedures and practices involved in budgeting, accounting, personnel management, procurement and supply, records and reports; and office management. Is given progressive instruction in interpretation of applicable laws, rules and regulations and their application through the performance of assigned work in fiscal management, administrative management, and personnel management. Assignments in the various functional areas vary as to duration and scope on the basis of aptitudes and needs of incumbent and the organization. Work assignments provide training in the analytical and judgmental aspects of the work.

Assists in the preparation and maintenance of a budget. Prepares financial and cost reports. Receives training in work planning.

Reviews time reports, equipment use reports, invoices and purchase orders for current charges, completeness of forms and entries.

Assists in the preparation of bids and contracts for the purchase of supplies, materials and equipment for work projects; sale of timber; construction and/or maintenance of various type of engineering improvements, such as roads, trails, structures; and supplies.

Receives training in recruitment, classification, performance, awards, civil rights, and employee development followed by individual responsibility for special assignments in all of these areas.

Under guidance, undertakes work assignments such as developing specified phases of fire control plans, timber sale plans, timber sale contracts, grazing permits, special land use permits, etc.

Participates in the business management review of subunits, writing up portions of the findings.

Factor 1, Knowledge Required by the Position

Sufficient knowledge of administrative, technical, and managerial principles and practices related to financial management, personnel management, procurement, and contract administration, that will allow the incumbent to perform productive work while training for higher level duties.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to the objectives and procedures to be used along with quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instructions. The employee consults with the supervisor or a higher grade administrative specialist on any deviations, problems, or unfamiliar situations.

Upon completion, work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include Agency manuals, pertinent laws and regulations in all fields of business management.

Guidelines are detailed and usually are directly applicable to the assigned work. The employee exercises judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines to specific cases. Situations where existing guidelines are inadequate, or requiring significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied projects which are designed to provide diversified experience as a foundation for future project responsibility. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity with and use of a number of standard administrative principles, methods and practices to solve relatively limited problems.

Factor 5, Scope and Effect

The purpose is to accomplish relatively routine administrative work.

Work efforts affect the adequacy of the total administrative activities, and relieve higher grade specialists of routine work.

Factor 6, Personal Contacts

Personal contacts are with other employees in various units.

Factor 7, Purpose of Contacts

Contacts are mainly to obtain and exchange information, answer questions, explain well-established policies, procedures, regulatory requirements or standards.

Factor 8, Physical Demands

Work is sedentary except for occasional walking or bending in the field.

Factor 9, Work Environment

Work is usually performed in an office setting, although there are occasional visits to field sites.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N2025	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Biological Aid	GS	404		2	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BIOLCL AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2025

BIOLOGICAL AID, GS-404-2

Introduction

This position is located in a Forest Service unit. The position performs simple technical tasks while acquiring greater technical skills.

Major Duties

Receives training as a Biological Aid, assisting higher grade employees in performing a variety of simple field and/or laboratory tests and procedures. Assists in carrying out routine tests and experiments. Takes simple measurements, records data, etc.

Factor 1, Knowledge Required by the Position

Basic aptitude for biological work, such as would be acquired by biology courses or practical experience related to farming, greenhouse growing, etc.

Skill to operate simple equipment and knowledge of simple repetitive field tasks or operations which require little or no prior training or experience.

Factor 2, Supervisory Controls

Specific instructions are given by the supervisor on work to be performed.

Some repetitive tasks may be performed independently with close review upon completion.

Initially the supervisor observes work in progress and later will review upon completion for accuracy and adherence to instructions.

Factor 3, Guidelines

Written and oral guides provide specific instructions which are easily learned.

No deviations are permitted without supervisor's approval.

Factor 4, Complexity

Work is quickly mastered and consists of tasks that are clear cut and directly related with little or no choice on what needs to be done.

Factor 5, Scope and Effect

The work involves specific routine biological operations

The work facilitates work in the immediate organizational unit.

Factor 6, Personal Contacts

Personal contacts are with employees in the unit. Some contacts with the general public can occur.

Factor 7, Purpose of Contacts

Contacts are to obtain or clarify information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

Employee works in a field and/or laboratory environment. Some walking, standing, bending and carrying or lifting relatively light items is required.

Factor 9, Work Enviroment

The field work involves working in rough, uneven terrain and in all weather conditions. The laboratory involves everyday risks or discomforts which require normal safety precautions. Protective clothing and/or equipment are required in most assignments.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			N2026	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Biological Aid	GS	404		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BIOLCL AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ________ Date ________

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2026

BIOLOGICAL AID, GS-404-3

Introduction

This position is located in a Forest Service unit. The position is a general technical assistant performing routine tasks under higher graded technician or professional.

Major Duties

Performs and receives training in a variety of simple and routine tasks.

Assists technical or professional personnel in performing various routine field and/or laboratory tests employing standard biological techniques. Independently does routine repetitive tasks on experiments or tests.

Assists in more complex experiments or field work.

Factor 1, Knowledge Required by the Position

Knowledge of elementary biological techniques, practices, and procedures to satisfactorily complete assignments.

Knowledge and skill to use simple scientific field instruments, equipment, and techniques, such as thermometers, traps, or barometers, to perform field observations and to collect data.

Skill in routine chemical analysis of biological substances for the study of biochemical relationships through the application of chemical techniques, equipment, and procedures.

Skill in using simple hand and/or power tools to safely construct laboratory equipment or field projects or facilities.

Factor 2, Supervisory Controls

Specific instructions are given on tasks to be performed and incumbent independently accomplishes the work. Specific and detailed instructions are provided for new and different work.

Supervisor spot checks work and reviews on completion for accuracy and conformance to instructions. Nonroutine work is checked frequently to determine quantity and quality.

Factor 3, Guidelines

Guidelines include established precedents and procedures.

Written and oral guides provide specific instructions which are easily memorized. No deviations from instructions are permitted.

Factor 4, Complexity

Work consists of standard techniques involving a variety of routine, recurring tasks. Assignments are limited to areas which usually pose no problems and where action to be taken is easily identified. There is little difficulty or originality involved in the work.

Factor 5, Scope and Effect

The work involves the treating of a variety of conventional problems or situations with established criteria that can affect the adequacy of field investigations, testing operations, or research conclusions.

Work impacts target accomplishment and general project efficiency.

Factor 6, Personal Contacts

Personal contacts are with employees in the work unit and in related or support units. Some contacts with the general public can occur in a highly structured or relatively clear situation.

Factor 7, Purpose of Contacts

Purpose is to obtain or clarify information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

The work may require moderate to strenuous physical exertion, such as long periods of walking and climbing steep, rough terrain.

Factor 9, Work Environment

Field work is performed in a Forest environment where terrain may be uneven, rocky, covered with thick, tangled vegetation, etc., and where there is exposure to extremes of weather and temperature. The laboratory involves everyday risks or discomforts which require normal safety precautions. The employee may be required to use protective clothing and gear. Incumbent may be required to camp near work location for extended periods.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5009	4a. FLSA STATUS N (E - EXEMPT; N - NON EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Biological Aid	GS	404		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
BIOLCL AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5009

BIOLOGICAL AID (APPROPRIATE SPECIALIZATION), GS-404-4

Introduction

This position is located in a Forest Service unit. The position is a technical biological assistant performing routine tasks in an assigned field, under a higher graded technician or professional.

Major Duties

Performs a variety of tasks in the specified area of responsibility, within established methods, techniques, and procedures. Such tasks might include:

____% Wildlife Projects: Independently, or as part of a team, makes browse surveys; takes and records measurements such as counting stems, identifying species, measuring leaders, etc.; identifies and measures species and condition; delineates wildlife habitat types on topographic maps; and identifies habitat condition.

____% Fisheries Projects: Makes fish counts, and traps fry and fingerlings using such methods as baited minnow traps; identifies and measures species, recording numbers, lengths, weights etc.; takes scale samples; notes environmental factors prejudicial to fish habitat such as log jams and silting, and recommends corrective action; and independently determines count sites on assigned streams.

____% Insect and Disease Projects: Collects and records a variety of data on insect populations and their effect on host trees, which includes collecting and sorting insect specimens and installing semi-permanent impact plots, according to plans furnished by survey entomologist; and participates in aerial surveys for the detection and appraisal of insect damaged timber and other entomological hazards.

Summarizes data obtained from field collections using prescribed statistical procedures. Under supervision, prepares data summaries in proper format.

May occasionally serve as a crew leader on designated projects.

Performs other resource duties, such as fire suppression as qualified.

Factor 1, Knowledge Required by the Position

General knowledge of the specified area of biological work in order to perform a variety of technical tasks in this area.

Communications skills sufficient to understand instructions, record observations, and converse with coworkers.

Skill in basic mathematics in order to summarize field data.

Knowledge of equipment involved in the work in order to effectively and safely make use of provided equipment.

Factor 2, Supervisory Controls

The supervisor assigns routine work without specific instructions as to work methods.

Incumbent uses initiative in independently carrying out recurring assignments. Detailed instructions are provided for new assignments. Technical or controversial problems are referred tp supervisor.

Completed work is reviewed for technical adequancy and adherence to instructions. Complex assignments may be reviewed in process.

Factor 3, Guidelines

Guidelines exist in the form of manuals, handbooks, and oral and written instructions.

The instructions are generally clearcut and easy to apply. The employee must identify those situations that do not fit standard practice and refer the problem to supervisor.

Factor 4, Complexity

Assignments typically involve a sequence of related steps or procedures involving a limited number of tasks in well-defined situations.

Some difficulty exists in analyzing new assignments. When conditions present unusual problems, the supervisor is available for technical guidance.

The employee is expected to use some discretion in choosing between several obvious courses of action in accomplishing the work.

Factor 5, Scope and Effect

The technical work performed by this position supports work done by higher level employees by providing factual data on which decisions are based.

The accuracy of the technical work has an important impact on subsequent work performed by others on the unit.

Factor 6, Personal Contacts

Personal contacts are with employees in the immediate organization, forest users, or cooperators in field assignments.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying or exchanging information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

The work may require moderate to strenuous physical exertion such as long periods of standing, walking over rough, uneven, or rocky surfaces, recurring bending, or similar efforts.

Factor 9, Work Environment

Work is performed in a forest environment where terrain may be uneven, rocky, or covered with thick vegetation, and where there is exposure to extremes of weather and temperature. Protective clothing and gear will be required.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5071	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT N	4c SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Biological Aid	GS	404		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BIOLCL AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5071

BIOLOGICAL AID, GS-404-4

Introduction

This position is located in a Forest Service research unit. The position provides technical assistance to professional and technical research personnel by accomplishing biological support work.

Major Duties

The incumbent performs technical assignments consisting of routine laboratory and/or field experiments that require the use of accepted, standardized laboratoryor field practices. The incumbent performs a variety of technical support duties which include some or all of the following:

Assists in the acquisition of field data by measuring and recording pertinent biological information peculiar to the specific assignment. The assignment involves performance of a series of related technical tasks which must be completed according to a predetermined and established routine. Tabulates and orders data as directed and prepares data for computer use.

Establishes routine laboratory and greenhouse studies following accepted procedures and planned statistical designs, collects and records study data, and applies treatments under controlled laboratory conditions. May assist higher grade employees in setting up and operating standard equipment used in performing laboratory tests and making scientific measurements and observations of sample materials gathered from experimental field plots.

Following accepted procedures, performs routine and repetitious laboratory tests and operations such as preparation of culture media, transfer of stock fungi cultures, maintenance of culture and isolation records, determination of moisture content, and under immediate supervision performs the more specialized operations involved in the isolation of fungi from diseased material.

Assists in the layout of experimental plots by taking measurements and marking corners and boundaries.

Uses botanical key to identify plants encountered during field trips or surveys of Forest areas.

Assists in the collection, handling, and preservation of specimens. All biological data pertinent to collections and preservation are recorded. Assists in maintenance of various collections used in connection with day-to-day research activities.

Operates a variety of scientific and laboratory instruments, apparatus, and office machines. This may include dissecting and compound microscopes, environmental chambers, balances, and calculating and adding machines.

Observes and records expected responses in experiments and keeps aware of factors and situations included in experiments to ensure against error and to increase the reliability of the results obtained.

Factor 1, Knowledge Required by the Position

Practical knowledge of at least one broad area of biological work and ability to perform a variety of tasks in that area of work

Knowledge of technical terminology used in the laboratory and skill in applying such knowledge in performing duties.

Knowledge of the procedures governing a number of the basic operations of the laboratory.

Ability to perform repetitive tasks and routine mathematical calculations, to keep detailed and precise records, and to prepare simple reports.

Knowledge of analytical procedures and ability to operate equipment used to collect data.

Skill in using standard laboratory and field equipment with dexterity.

Factor 2, Supervisory Controls

The supervisor assigns routine work without specific instruction as to work methods.

The incumbent uses initiative in carrying out recurring assignments independently. Detailed instructions are provided for new assignments. Technical and controversial problems are referred to the supervisor.

Completed work is reviewed for technical adequacy and adherence to instructions; however, complex assignments may be reviewed in process.

Factor 3, Guidelines

Detailed guidelines are provided in the form of oral instructions, written guides relevant to the specialized area of work, and work plans.

The employee applies the guidelines without change; deviations are referred to and/or authorized by the supervisor. Employee must select the appropriate guide for each situation.

Factor 4, Complexity

Assignments involve the performance of a variety of related tasks requiring skill and judgment in recurring situations. Work methods are well established although there are choices to be made requiring the employee to recognize differences between various situations.

Factor 5, Scope and Effect

The work performed supports the duties of higher grade personnel.

The work has an impact on the general efficiency of the project.

Factor 6, Personal Contacts

Contacts are with employees in the work unit and in related or support units. Some contacts with the general public may occur in a very highly structured or relatively clear situation.

Factor 7, Purpose of Contacts

Contacts are to give and receive instruction and information in order to coordinate work activities.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain, bending, and carrying or lifting items.

Factor 9, Work Environment

Work may be performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick vegetation. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, goggles, and hardhat. Work may also be performed in a laboratory or greenhouse wherein temperatures and general working conditions are favorable. Employee must exercise safe work practices in the laboratory or field environment.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5010	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Biological Technician	GS	404		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BIOLCL TECH
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5010

BIOLOGICAL TECHNICIAN (APPROPRIATE SPECIALIZATION), GS-404-5

Introduction

This position is located on a Forest Service unit and is assigned a variety of complex and recurring technical duties individually or as a crew member or leader, in support of unit resource management.

Major Duties

Performs a variety of routine and frequently complex tasks involving techniques and practices in the assigned area in order to support field projects and program planning activities. Such tasks might include:

___% Wildlife Projects: Inventories habitat conditions, needs, and population of wildlife; gathers data through a variety of methods; compiles data collected; analyzes information; prepares reports of findings with appropriate recommendations; assembles information for development of wildlife management plans and coordination of wildlife needs for environmental analysis reports.

Identifies and classifies principal wildlife habitat types in assigned geographic areas.

Participates in prescribed burning program, as required, with particular emphasis on habitat development of protection activities.

On an individual basis or as a crew leader, constructs or completes habitat projects such as watershed development, fencing, or clearing areas to establish more desirable food or cover habitat.

___% Fisheries Projects: Measures amount and quantity of spawning areas on designated streams; samples and makes qualitative analysis of aquatic insects; determines pool/riffle ratios through observation; and measures and records discharge volumes through interpolation.

Using a variety of tools, takes bottom gravel samples and analyzes for silt, size fractions, etc. Keeps records of all data and develops these into statistical reports.

Drafts maps or survey areas.

____% Insect and Disease Projects: Collects insect and disease samples and makes determinations, such as defoliation estimates, tree tallies, tree species injured, and insect identification to taxonomic order and occasionally to family. Makes qualitative observations of injury associated with pathogens and other biotic and abiotic disease factors.

Assists in aerial/ground surveys to collect forest insect, disease, tree, and stand data for use in the evaluation of insect and disease outbreaks.

Participates in developing new or improved prevention or suppression practices in the pilot testing of testing of pesticide materials and dosages.

Assists in layout of pilot projects, impact evaluations, and suppression evaluations to determine validity of survey or evaluation techniques, amount of damage being caused by an insect or disease, and the effectiveness of a suppression project.

Suggests improvements of methods and techniques. Is fully responsible for compliance with safety rules and regulations.

Factor 1, Knowledge Required by the Position

Practical knowledge of the methods and techniques of the appropriate biological science and skill in absorbing instructions readily to conduct a variety of activities in the assigned functional area.

Knowledge of applicable techniques in order to be able to select from available alternatives and to adapt them to meet encountered situations without seriously impacting the validity and reliability of collected data.

Knowledge and skill to use a variety of field instruments and equipment to perform census, inventory and information gathering activities.

Skill in communicating techniques to others.

Factor 2, Supervisory Controls

Supervisor assigns projects and provides specific instructions on methods and procedures to be followed.

Incumbent develops detailed work plans for day-to-day activities and completes most work independently.

Results are reviewed for technical adequacy and overall quality of work products.

Factor 3, Guidelines

Guidelines include manuals, policies and practices, oral and written instructions and guides, and standard operating procedures.

The incumbent is responsible for selecting from available guides, adapting them as necessary to meet field conditions. The incumbent must recognize situations not covered by guides and must bring them to the attention of the supervisor.

Factor 4, Complexity

The work consists of a variety of tasks in the assigned functional area, including day-to-day work planning, field work, and data review. Projects vary with such things as habitat types, visibility of areas, as well as available information relevant to specific projects and objectives of projects; i.e., measuring spawning areas, density of aquatic insects, analyzing silt, size fractions, insect identification, area sampling etc.

Assignments are generally in areas where incumbent is familiar with basic procedures and techniques. Supervisor provides specific guidelines for each project.

Incumbent plans activities to accomplish daily tasks. Incumbent is not involved in setting new standards or precedents.

Factor 5, Scope and Effect

The work involves applying techniques and carrying out procedures in conformance with established biological guidelines.

The completed work has a effect upon the accuracy, reliability, and effectiveness of further operations.

Factor 6, Personal Contacts

Contacts are largely limited to forest users, workers within the unit, or cooperators in field assignments.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining, clarifying, or exchanging information and receiving instructions regarding work assignments.

Factor 8, Physical Demands

The work requires some physical exertion, such as long periods of standing, walking over rough, uneven or rocky surfaces, recurring bending, crouching, stooping, reaching, or similar activities. Normal color and stereovision is essential for accurate recognition of discolored, injured vegetation.

Factor 9, Work Environment

Work is performed in a forest environment where terrain is uneven, rocky, and covered with thick vegetation, and where there is exposure to extremes of weather and temperature. The employee may be required to use protective clothing and gear.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5120	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Biological Tech	GS	404		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): BIOLCL TECH

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Signature: Katherine Q. Solberg Date: 4-2-84

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5120

BIOLOGICAL TECHNICIAN, GS-404-5

Introduction

This position is located in a Forest Service research unit. The position provides technical assistance to professional and technical research personnel by accomplishing biological support work.

Major Duties

The incumbent performs technical assignments consisting mostly of, but not limited to, routine laboratory and/or field experiments that require the use of accepted, standardized laboratory and/or field practices, including some or all of the following:

Serve as leader of a survey team making examinations of disease infections or insect infestations. Following prescribed guidelines, records disease and insect status and tree condition information, such as severity of damage, vigor, age, height, diameter, site, exposure, and habitat type.

Analyzes experimental data gathered in the laboratory or the field, performs statisical manipulations, and accurately summarizes the data.

Serve as a crew leader in laying out treatment areas for studies and pilot tests to yield evaluation information. Selects and marks trees with specific damage characteristics for subsequent evaluation of treatments. Assists in evaluating biological action resulting from treatments by diagnosing damage symptoms and tree measurements.

Performs various types of laboratory and greenhouse work, including media preparation, fungal isolations from diseased tissues, fungal culture transfers, histological preparation and sectioning, bioassay evaluation, soil microbiological assays, chemical analyses, inoculation studies, or parasite evaluations, and maintains accurate records.

Performs laboratory analysis of pollutant concentrations in plant tissue, aids in preparation of specimens for histological analyses, and does routine technical analyses using existing computer facilities.

Assists in planning surveys to detect and evaluate insect and disease caused losses. Identifies insects and diseases commonly associated with tree damage. Collects agents found causing damage and prepares unknown specimens for identification by a taxonomist.

Operates a variety of scientific and laboratory instruments, calculating machines, and other office equipment as required.

Factor 1, Knowledge Required by the Position

Substantial knowledge of the technical aspects of a broad area of biological work.

Skill in the use of measuring devices and recording techniques in order to measure and report on insect or disease conditions or findings.

Knowledge of a variety of trees, insects, or diseases common to the area to identify species.

Basic knowledge of accepted safety practices to prevent injury and loss of life.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent carryies out normal assignments and solves normal technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for technical adequacy.

Factor 3, Guidelines

Guides include oral and written instructions and procedures for doing the work.

Incumbent must use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application. Situations to which the existing guidelines cannot be applied or requiring deviations from the guidelines are referred to supervisor.

Factor 4, Complexity

The work may involve a variety of tasks associated with Forest insect and disease activities.

Decisions on what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, with the selected course of action chosen from several options.

The work involves conditions and elements which must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

The work involves the execution of specific, routine operations that include a number of separate tasks or procedures.

The work product affects the accuracy, reliability, or acceptance of further scientific processes.

Factor 6, Personal Contacts

Contacts are with coworkers, other technicians, and professionals within the organization.

Factor 7, Purpose of Contacts

The contacts are to exchange information and clarify instructions.

Factor 8, Physical Demands

The work may require moderate to strenuous physical exertion such as long periods of standing, working, and climbing steep slopes.

Factor 9, Work Environment

The work may be performed in a forest environment where the terrain may be steep, uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures range from very dry to extremely wet. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, gloves, goggles, and hardhat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2008	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Conservationist	GS	454	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE CONSVST
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification and grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-76)

Agency Copy

Standard Job No. N2008

RANGE CONSERVATIONIST, GS-454-5

Introduction

This position is located on a Forest Service unit. The incumbent serves as a basic trainee and receives orientation and on-the-job training in applicaton of range conservation principles and theories.

Major Duties

Duties are primarily to provide work and training experience to prepare the incumbent for a more advanced range conservationist position and secondarily to accomplish the unit's resource goals and objectives.

Collects basic data from on-the-ground observations to determine condition, trend, and carrying capacity of the range resource. Prepares grazing maps, and compiles forage management data prior to preparation and maintenance of allotment management plans. Gathers basic information for a range revegatation program. Makes utilization checks. Makes observations and gathers information for the preparation of rodent control programs and poisonous and noxious plant eradication program.

Takes applications, explaining the permit terms to the permittee. Prepares grazing reports.Checks fence maintenance, gate closures, salting procedures, and determines proper distribution. Makes livestock counts to determine that only permitted animals are being allowed to graze on Government lands. Assists in carrying out the unit's program for tagging or dye branding of permitted livestock.

Assists in making contacts with local range users, explaining the Forest range program, answering questions, and assisting the users in solving their range problems.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Knowledge of basic range conservation principles, concepts and methodols to enable the incumbent to perform trainee-level duties.

Ability to express written and verbal thoughts in order to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor assigns work that is accompanied by clear, detailed and specific instructions including target completion dates.

Incumbent works as instructed consulting with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed at key progress points and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, pertinent laws, Executive Orders, and regulations in all fields of resource management. These detailed guidelines are directly applicable to the assigned work.

Incumbent works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods designed to orient the trainee in the practical application of policy, basic rules and regulations.

Factors to be considered differ with the subject, phase or issues involved in each assignment. Applicable alternatives are few and easily recognizable.

Assignments are usually screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The primary purpose is to orient the trainee in the practical application of policy, rules and regulations as they relate to the range conservation aspects of resource management.

The effect of the work is to provide quality range information and administration thus improving the quality of range resource management.

Factor 6, Personal Contacts

Contacts are with unit employees in range conservation and related disciplines, and with external range menagement agencies.

Factor 7, Purpose of Contacts

Contacts are for the purpose of gathering range information, explaining the unit's range program, or processing range applications.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough terrain.

Factor 9, Work Environment

Work is performed in an office and field setting. Field work hazards include risk of injury from falls, strains, insect bites, and exposure to weather extremes such as rain, cold, and hot weather.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR. CODE
POSITION DESCRIPTION	11			N2009	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Conservationist	GS	454	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE CONSVST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No N2009

RANGE CONSERVATIONIST, GS-454-7

Introduction

This position is located on a Forest Service unit. The incumbent serves as an advanced trainee in range conservation performing productive work while training for a higher level position.

Major Duties

Assists in range allotment analysis to determine condition, trend, and carrying capicity of the vegetation and special problems connected with its management. Studies the impact on other resource management activities. Collects analyses of range resource data.

Assists in unit range management plans and maps to coordinate range use with other resource management and land uses.

Participates in and cooperates with research, and State and local game management agencies in range research in demonstration field projects.

Recommends stock driveway use plans and methods of moving stock to and from allotments.

Recommends grazing capacity for non-Forest lands under Forest Service administration.

Makes livestock counts to determine that only permitted animals are being allowed to graze on unit lands. Directs unit program for tagging or dye branding of permitted livestock.

Assists in planning and establishing a range revegetation program. Uses latest developments as to adaptable species, techniques and methods, vegetations and plans control. Assists in carrying out programs in rodent control and poisonous and noxious plant eradication.

Assists in making contacts with local range users, explaining the Forest range program, answering questions, and assisting the users in solving their range problems.

Factor 1, Knowledge Required by the Position

Professional knowledge of principles, concepts and methods of range conservation that provides independent ability to perform recurring assignments.

Ability to express thoughts both verbally and in writing to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to objectives, procedures to be used, quality, quantity, and timeliness expected.

Repetitive work is performed independently without specific instruction. The employee consults with supervisor and/or higher grade employee on any deviation, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and/or established procedures. New assignments are reviewed closely.

Factor 3, Guidelines

Guidelines include Agency handbooks, manuals, pertinent laws, Executive Orders and regulations. These detailed guidelines usually are directly applicable to the assigned work.

Employee exercises some judgment in making minor deviations to adapt guidelines to specific cases. Where existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

Work consists of varied continuing and special assignments designed to provide diversified experience as a foundation for future responsibility.

Tasks involve different and unrelated processes and methods. The work requires familiarity and judgment in selecting appropriate alternatives from among a number of standard range conservation principles, methods, and practices, in order to solve relatively limited problems.

Inventories, analyzes and interprets various range factors and conditions determining interrelationships, deviations, and their relationship to overall resource management on the unit.

Factor 5, Scope and Effect

The purpose is to execute specific rules, regulations, and procedures in relatively routine range activities, or portions of more complex activities of a broader scope.

Work efforts have an impact on the accuracy, reliability and acceptability of unit resource management as well as relieving higher grade specialists of the more routine work.

Factor 6, Personal Contacts

Contacts are with unit employees in resources and related disciplines and with local, State, and other range conservation agencies.

Factor 7, Purpose of Contacts

Contacts are mainly to gather range information and to exchange range information with external agencies.

Factor 8, Physical Demands

The work environment is varied and includes office work, hiking over rough, uneven ground, etc.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, or insect bites, and occasional exposure to inclement weather such as rain, cold, and heat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N2040	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Range Conservationist	GS	454	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE CONSVST
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2040

RANGE CONSERVATIONIST, GS-454-9

Introduction

This position is located on a Forest Service unit. Serves as an operating range conservationist assisting in or independently administering the range program and related resource coordination.

Major Duties

Prepares and revises annual range management plans. Individually, or as a team member, plans and carries out systematic range surveys and inventories to locate and assess range characteristics, amounts, types, values, and susceptibility to damage.

Gathers and assembles data concerning range conditions and trends. Determines range readiness, inspects range use for compliance with plans, and makes utilization measurements. Maintains range inspection books, allotment plans, and records actual use for each allotment.

Compiles material and supply estimates, or oversees compilation of estimates for range facilities, construction, and maintenance of project. Prepares budgetary plans and controls for range function.

Receives, reviews, and acts on all grazing applications. Determines permittee compliance with permits and makes recommendations to correct discrepancies.

Prepares or initiates action on cooperative agreements for range improvements. Prepares range improvements maintenance schedule and keeps records of existing and proposed improvements, maintenance needs, and accomplishments.

Investigates unauthorized livestock use cases and takes direct action for removal of trespassing stock. Works closely with permittees to prevent further unauthorized use.

Coordinates range and wildlife ecological management with other functional activities in harmony with the concept of multiple use management.

Prepares environmental analysis reports in assigned functional areas.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles, theories, and concepts of range management, including knowledge of plant, animal and soil science.

Working knowledge of the related aspects of watershed and wildlife habitat management and the principles of forest multiple-use management.

Knowledge sufficient to interpret the effect and impact of changes in the level or type of range use on other resources.

Knowledge and skills of oral and written communication to prepare reports and effectively deal with permittees, other specialists, and the general public.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of projects and schedules, and outlines them in terms of objectives and priorities.

The incumbent plans and conducts the work independently with only spot checks by the supervisor unless an unusual situation arises.

Completed work is reviewed for technical adequacy and soundness of judgment.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, directives, technical publications, and established Agency procedures.

The employee exercises independent judgment in interpreting, selecting, and applying the appropriate technical guides.

Factor 4, Complexity

The assignment involves the study, evaluation, and management of the range resource.

In making decisions concerning the range management program, the incumbent must evaluate a large number of plant and soil types, and coordinate the management of the range resource with other resources. The assignment includes evaluating various courses of action in terms of the needs of permittees and the requirements of land use plans.

The incumbent must consider effects of proposed range actions on other resources and determine conflicts with these resources. Problems dealt with involve relatively conventional range problems and conditions.

Factor 5, Scope and Effect

Technical expertise provided by the incumbent is used to establish criteria for projects and integrate the range program into conventional plans and improvement projects.

The decisions, and the manner in which the range program is managed, affect other resource operations as well as permittees' operations.

Factor 6, Personal Contacts

Contacts include coworkers, permittees, and other Federal, State, and Agency representatives.

Factor 7, Purpose of Contacts

Contacts are for the purpose of administering grazing allotments, reviewing projects, coordinating proposed projects, and obtaining or providing specialized inputs. Contacts with permittees are initiated to review grazing allotment management plans and explain policies.

Factor 8, Physical Demands

The work requires physical exertion in hiking over rough, uneven terrain.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N2059	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Conservationist	GS	454	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
RANGE CONSVST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N2059

RANGE CONSERVATIONIST, GS-454-11

Introduction

This position is located on a Ranger District. The incumbent serves as a primary assistant to the District Ranger, with responsibility for planning, coordinating, reviewing, and reporting on the range management program on the unit.

Major Duties

Reviews range conditions with permittees to resolve range management problems. Inspects range allotments for conformance to allotment management plans and distribution of livestock. Initiates action on permit transactions, and ensures compliance with permittees.

Studies, inspects, and analyzes ranges resource conditions and uses initiative to determine effectiveness of management and possible alternatives to present or planned management practices.

Assists with planning the overall unit program by providing specialized input from all areas of responsibility and devising and recommending means of integrating with multiple-use management of the unit.

Prepares long and short-range plans based on resource needs/capacities, available work force, equipment and budget, and public demands for resource use.

Prepares and reviews Environmental Analysis Reports and reviews applications for permits or other agreements.

Evaluates competition and resolves conflict between wildlife and livestock on rangelands.

Represents the District Rangerin contacts and meetings with the public, users, cooperators, permittees, and organized groups.

Serves on interdisciplinary teams, evaluating impacts, alternatives, and trade-offs to various proposals. Plans and budgets funds within assigned area of responsibility.

In the absence of the supervisor, acts as District Ranger with full responsibility for decisions and actions in all matters not involving deviation from general policy.

Factor 1, Knowledge Required by the Position

Professional knowledge of the theories, principles, practices, and techniques of range management is required to effectively manage the range resources on the unit.

Working knowledge of related sciences such as hydrology, wildlife biology, ecology, soils, and forestry to integrate multiple-use considerations for optimum benefits from land and resources.

Knowledge of Agency policies and regulations relating to the assigned resources, land-use planning, administrative, and support functions.

Knowledge of Agency budgeting policy and procedures to financially manage assigned activities and to assist the District Ranger in budget allocations and projections.

Factor 2, Supervisory Controls

The supervisor sets the overall objectives and program emphasis and works with the employee in developing the project priorities.

The incumbent independently plans and executes the assignment, interprets policies, determines approach to be taken, coordinates with others and resolves all but the more serious conflicts that arise. Analyzes unprecedented situations or those requiring policy determination and recommends action to be taken. Periodically informs supervisor of work status through staff and informal conferences.

Completed work is reviewed for professional judgment, conformity to policy, program accomplishment, and integration with overall unit mission.

Factor 3, Guidelines

Guidelines include Agency handbooks, manuals, policies, approved land management and long-range functional plans, and professional journals.

The incumbent must use judgment and resourcefulness in implementing plans and programs. The incumbent must adapt, modify and extend guidelines, techniques, and methods to fit specific situations.

Factor 4, Complexity

The incumbent prepares, executes, and ensures the implementation of the range management plans.

Rangeland characteristics include: several different grazing seasons, invasions of noxious weeds, unusually high turnover of marginal range permittees, poor soils, and at times, shortages of rainfall which contribute to the needs for grazing adjustments, and limit management alternatives. Major complications exist as a result of resource conflicts involving watershed, wildlife habitat and other resource functions. Significant portions of the land area need extensive range rehabilitation due to overuse, climatic, and soils problems.

The incumbent must independently assess the effect of the various economic and environmental variables and select, adapt and modify standard practices to fit the range situation encountered.

Factor 5, Scope and Effect

The purpose of this position is to ensure effective development, protection, and utilization of the range and related resources.

The results of the work affect the supply of forage, effective utilization of the resource in meeting assigned goals, and the socioeconomic well-being of permittees, many of whom are wholly or partially dependent on Forest Service grazing for their livelihood.

Factor 6, Personal Contacts

Contacts are with officials of State, local and Federal agencies, representatives of organizations and businesses concerned with grazing, permittees, law enforcement agencies, and professionals and technicians in various disciplines within and outside the Agency.

Factor 7, Purpose of Contacts

Contacts are for the exchange of information, to enforce Agency laws and regulations, to negotiate compliance with agreements and modifications to permits, and to collect information relating to resource condition, range trespass, violations, etc.

Factor 8, Physical Demands

The work involves sitting, standing, walking, riding in vehicles and by horseback which may be prolonged or intermittent. Some stooping, bending, lifting, and carrying are involved in field activities.

Factor 9, Work Environment

Some work is performed in office and meeting rooms with normal, everyday risks. Other work is performed in the field, with exposure to extremes of weather and off-road travel in mountain terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR. CODE
	11			N5044	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Aid	GS	455		2	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE AID
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)							
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332 (REV. 1-79)

Standard Job No. N5044

RANGE AID, GS-455-2

Introduction

The position is located on a National Forest where the incumbent serves as a trainee range aid.

Major Duties

Receives training in the basic elements of range management work.

Performs a variety of simple, repetitive tasks such as helping higher grade employees count livestock, assisting in roundup in case of unauthorized livestock use, maintaining improvements, and making and recording simple measurements in range surveys. Uses hand tools and some power tools as required.

Follows safety precautions affecting own tasks and those of others.

As a crew member, performs range improvement duties.

Performs fire suppression duties as qualified and assigned.

Factor 1, Knowledge Required by the Position

Knowledge of commonly used terminology of the job, in order to follow instructions, ask questions, and learn work methods and procedures.

Ability to use hand tools such as axe, shovel and pulaski.

Knowledge of accepted safety practices to prevent injury.

Factor 2, Supervisory Controls

Assignments are made by supervisor with specific instructions of the work to be done and the method to use.

Employee carries out recurring assignments independently. Detailed instructions are provided for new work as well as checks in progress.

Completed work is reviewed closely for quantity and quality.

Factor 3, Guidelines

Guidelines include well-established work methods and procedures and specific verbal and written instructions from the immediate supervisor.

Guidelines are fully applicable and require little or no interpretation. Where instructions do not apply, the problem is referred to the supervisor.

Factor 4, Complexity

Work consists of a few repetitive tasks that require a knowledge of basic work procedures.

All assignments are specific.

Work is simple with limited variety and difficulty.

Factor 5, Scope and Effect

The work contributes to the upkeep of range facilities, accomplishment of other projects, and provides a learning situation for the incumbent.

The work has an impact on the general operating efficiency of the project.

Factor 6, Personal Contacts

Contacts are with coworkers.

Factor 7, Purpose of Contacts

Contacts are made to exchange easily understood information about assigned work.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching, or bending. May require lifting moderately heavy objects up 50 pounds.

Factor 9, Work Environment

The work involves moderate risks and discomforts such as dust, smoke, irritant chemicals, cold weather, and high noise levels. Specific safety precautions are required. Protective clothing and gear such as steel-toed boots, hardhats, earplugs, and chaps may be required.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2022	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Range Aid	GS	455		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): RANGE AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N2022

RANGE AID, GS-455-3

Introduction

This position is located on a Forest Service unit the incumbent performs a variety of recurring routine tasks in range management, as a crewmember or individual worker.

Major Duties

Counts livestock in feedlots before grazing season. Counts livestock on range allotments.

Inspects allotments before and after grazing season for evidence of livestocks trespass. Reports unauthorized livestock use cases to superior. Assists in roundup in case of unauthorized livestock use. Tags livestock as required.

Inspects conditions of boundary and drift fences and water developments. Checks progress of fence construction by permittees, and salt and feed locations.

Serves as a crewmember on range improvement construction and revegetation projects that include construction of fences, cattle guards, water developments, repairing fences, prescribed burning, seeding and fertilization.

Assists in range analysis duties by driving stakes, stretching tapes and recording plants identified by higher grade employee.

Learns to identify range plants and soil types common to local area; receives assignments which provide basic understanding in the use of aerial photos.

Performs fire suppression duties as qualified and assigned.

Factor 1, Knowledge Required by the Position

Working knowledge of basic range and livestock habitat management practices and procedures to perform assignments.

Ability to use hand and power tools in range improvement construction and revegetation projects.

Factor 2, Supervisory Controls

Assignments are made on a day-to-day basis by immediate supervisor.

Incumbent uses initiative in carrying out recurring assignments independently but refers problems to supervisor.

Work is checked frequently to determine acceptable performance and appropriate application of work methods.

Factor 3, Guidelines

Guidelines are available in the form of written procedures and oral instructions from supervisor.

Little discretion is required to apply the guidelines. Most instructions are easily understood and deviations are referred to the supervisor.

Factor 4, Complexity

Duties involve routine, repetitive tasks with the supervisor deciding what needs to be done.

Routine and recurring duties are performed independently as training pregresses and as skills and knowledges are developed.

There is little difficulty or originality involved in the work.

Factor 5, Scope and Effect

The purpose of this position is to accomplish specific range projects.

The acceptable performance of duties affects the general effectiveness of the range management programs.

Factor 6, Personal Contacts

Contacts are with coworkers and other Forest personnel.

Factor 7, Purpose of Contacts

Contacts are to receive instructions on work methods and procedures, availability of equipment, results desired, etc.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching, or bending.. May require lifting moderately heavy objects up 50 pounds. May require horseback riding and handling livestock while on horseback.

Factor 9, Work Environment

The work involves moderate risks and discomforts such as dust, smoke, irritant chemicals, cold weather, and high noise levels. Specific safety precautions are required. The employee may be required to use protective clothing and gear such as steel-toed boots, hardhats, earlplugs, chaps, and respirator.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2023	4a FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee *(optional)*						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2023

RANGE TECHNICIAN, GS-455-4

Introduction

This position is located on a Forest Service unit. The incumbent applies basic techniques and procedures in the area of range management.

Major Duties

Counts livestock on range allotments, inspects allotments, inspects before and after grazing season for evidence of unauthorized livestock use. In case of trespass or noncompliance, records brands, numbers, location, and date, and reports information to supervisor.

Inspects conditions of boundary and drift fences, water developments, and progress of fence construction by permittees. Contacts permittees to inform them of necessary maintenance and need to move livestock.

Serves as a crewmember or leader on range improvement construction and revegetation projects that include construction of fences, cattleguards, water developments, repairing fences, prescribed burning, seeding and fertilizing.

Learns to select and measure transects by working with a higher grade employee. Counts plants, measures distances, observes plant and soil conditions, and records data.

Transfers data from field notes to maps or aerial photos to show vegetative types, conditions and trends, and soil types. Compiles data for use in plans and records.

Performs Forest fire suppression duties as qualified and assigned.

Factor 1, Knowledge Required by the Position

Basic knowledge of range management practices and procedures to inspect allotments and participates in analysis work.

Knowledge of range improvement structures and their construction to build improvements or lead others in building improvements.

Ability to use hand and power tools or equipment needed to complete range construction and improvement projects.

Ability to compile and report data by use of arithmetic processes, simple graphs, or notes.

Factor 2, Supervisory Controls

Assignments involving conditions, concepts, and methods familiar to the incumbent are made in terms of the objectives to be achieved and without explicit instructions on work methods if standard procedures can be used.

Incumbent uses initiative in carrying out recurring assignments independently, but refers deviations from standard procedures to supervisor.

Work is reviewed for adherence to instructions and procedures.

Factor 3, Guidelines

Detailed guidelines are provided in the form of manuals and handbooks, oral instructions, written guides to plant identification and range improvement construction methods, work plans, and grazing permits.

The employee applies guidelines without change; deviations are referred to the supervisor. Employee must select appropriate guide for each situation.

Factor 4, Complexity

Collects and compiles field data and obtains compliance with permit terms and regulations.

Follows specific procedures, but must judge adequacy of conditions found, such as completeness and acceptability of fence repair, whether stock is dispersed properly on range, etc.

Takes corrective action on own initiative in routine matters and reports others to supervisor for direction and guidance.

Factor 5, Scope and Effect

The purpose of the work is to accomplish specific range projects.

The technical support provided results in more efficient use of range resources on the unit.

Factor 6, Personal Contacts

Contacts are with coworkers and permittees.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain, clarify, or give information directly related to assignments.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching or bending. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks and discomforts such as dust, smoke, irritant chemicals, cold weather, and high noise levels. Special safety precautions are required. The employee may be required to use protective clothing and gear such as steel-toed boots, hardhats, earplugs, chaps, and respirator.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5043	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE "2" OR CODE "4" HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5043

RANGE TECHNICIAN, GS-455-5

Introduction

This position is located on a Forest Service unit where the incumbent is performs specialized and technical range work in support of professional range conservation work.

Major Duties

Checks range allotments for compliance with management plan for such things as season of use, numbers of livestock, herding procedures, salting, range improvement, maintenance, and the need for additional range improvement.

Contacts range users to explain needed maintenance work and reports noncompliance to supervisor.

Estimates production and potential production for site based on air-day weight or forage.

Estimates forage utilization on grazing use, pellet counts, and dropping counts.

Inspects structural range improvements and notifies supervisor of needed maintenance. Recommends the construction or abandonment of range improvements such as fences, water developments, etc.

May lead small crews in constructon and/or maintenance of range improvements.

Participates in plant control or type conversion by flagging boundaries, operating equipment, carrying out kill studies, or reseeding.

Using accepted indicator plants, determines range readiness dates and advises supervisor.

Checks allotments before and after grazing season for trespass stock. If trespass stock is found, gathers necessary brands, numbers, dates, locations, etc., and may supervise a crew of riders in gathering and corraling such stock.

For short periods of time, incumbent may perform timber, recreation, fire, watershed, or improvement maintenance duties.

Factor 1, Knowledge Required by the Position

Ability to apply technical range management procedures to inspect allotments, make determinations such as overuse or underuse, and perform analysis work.

Knowledge of range improvement structures and their construction to build improvements.

Ability to use hand and power tools or equiment needed to complete range construction and improvement projects.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent is responsible for carrying out normal assignments and solving routine technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for technical adequacy.

Factor 3, Guidelines

Guidelines include technical manuals, project work plans, and written and verbal direction.

The guidelines are detailed and generally applicable. The incumbent selects, and, on occasion, adapts guidelines or procedures to be used.

Factor 4, Complexity

The work consists of collecting and compiling field data and obtaining compliance with permit terms and regulations.

Judgment is required to determine such things as adequacy of herding, salting, utilization of range, or compliance with managment plans and permits. Takes corrective action on own initiative to solve problems similar to those previously encountered.

Assistance in solving technical problems involving unfamiliar methods or concepts is provided by the supervisor.

Fator 5, Scope and Effect

The purpose of the work is to apply on-the-ground methods and plans which have been prepared and approved.

The accuracy of the work affects the efficient use of the range resource, and may affect the future productivity of the rangeland.

Factor 6, Personal Contacts

Contacts are with coworkers and permittees.

Factor 7, Purpose of Contacts

Contacts are to exchange information, clarify instructions, and obtain permittee cooperation and compliance.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks and discomforts such as dust, smoke, irritant chemicals, or cold weather. Special safety precautions and protective gear and clothing such as steel-toed boots, chaps, or hardhats may be required.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR CODE
11			N5113	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job. No. N5113

RANGE TECHNICIAN, GS-455-07

Introduction

This position is located on a Forest Service unit where incumbent performs technical work in support of the range function.

Major Duties

Participates in development of plans and programs for range management by collecting data for grazing allotment plans and advising mangement as to logical division of allotments into units, what improvements are needed, and what management practices can be effected. Maps allotments, delineating vegetative types and capability for grazing use.

Through knowledge of allotments, prepares salting plans, selects location of salt grounds, and executes the plans on-the-ground.

With guidance of supervisor, develops plans for the installation of range and soil condition and trend transects including clipping cages. Installs permanent and pace transects and clipping cages.

Obtains required measurements, records information concerning forage density, production and types, vigor, rate of growth, and soil depth, compaction and erosion. Analyzes and evaluates condition and trend data using available guidelines and standards. Determines the upward, downward, or stability of trends of range and soil conditions.

Implements allotment management plans by going over them on-the-ground with permittees and following up for compliance. Checks livestock use and inspects grazing allotments for forage conditions, distribution, salting, forage production, and use and condition of range improvements.

Gathers management data including location of existing and proposed range improvements, location of poisonous and noxious plant encroachments, etc., to be utilitized in individual allotment plans.

Schedules and performs periodic livestock counts. Checks for trespass by livestock and takes initial action when trespass occurs by securing and documenting evidence and submitting it to superior. As necessary, serves as witness in court on such cases.

Maintains permitted and actual use records in the range management plan and documents observations in the course of range inspections.

Cares for pack and saddle stock; i.e., secures farrier services, veterinarian needs, feeds, grooms, and maintains saddle and tack, etc.

Factor 1, Knowledge Required by the Position

Working knowledge of Agency range regulations, policies, and management techniques in order to collect and analyze data, explain and inspect grazing allotments, and participate in the development of plans and programs for range management.

Knowledge of range allotments and data collection techniques for mapping and preparations of plans.

Knowledge of packing, riding, and caring for livestock and tack in order to reach sections of range land inaccessible by motor vechicle.

Factor 2, Supervisory Controls

The supervisor makes assignments and coordinates the work with other unit personnel.

Work similar to that previously assigned is explained only in terms of objectives. Incumbent is expected to select proper guidelines and complete the assignment without detailed procedural instructions. Technical guidance is provided on new, very complex assignments.

Recurring assignments are spot checked only; new, complex assignments are carefully reviewed.

Factor 3, Guidelines

Guidelines are extensive and include Agency manuals and handbooks, pertinent laws, Executive Orders, and regulations. These detailed guidelines are usually directly applicable to the assigned work.

The employee exercises judgment in making, selecting, interpreting, and applying technical guidelines. If existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

Employee participates in the development of plans and programs for range management and carries out technical field and office assignments relating to protection of the range and other resources.

From general supervisory instructions, employee selects proper guidelines and procedures to carry out assignment. Employee must consider such factors as range conditions, possible deviations from the norm, and their relationship to rangeland management.

Employee decides course of action from past precedents or selects from several alternatives.

Factor 5, Scope and Effect

The purpose is to execute specific rules, regulations, and procedures in relatively routine range activities, or portions of more complex activities of a broader scope.

Work efforts have an impact on the accuracy, reliability and acceptability of unit resource management.

Factor 6, Personal Contacts

Contacts are with other Forest Service personnel, permittees, and with local, State, or Federal agencies who deal with range conservation.

Factor 7, Purpose of Contacts

Contacts are to exchange technical information, explain grazing requirements and check for compliance. Considerable tact and discretion must be used when dealing with permittees and Forest users.

Factor 8, Physical Demands

The work environment is varied and includes office work, hiking, and riding over rough uneven ground. Incumbent must also be able to pack and ride horses for extended periods in remote areas.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, insect bites, and includes periodic exposure to inclement weather such as rain, cold, and heat and risks associated with regular work around pack and saddle stock.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5114	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5114

RANGE TECHNICIAN, GS-455-7

Introduction

This position is located on a Forest Service unit where incumbent performs technical work related to the range and wildlife function.

Major Duties

Participates in range capacity studies such as allotment analysis and production utilization. Collects data for five-year range management plans. Makes recommendations and prepares portions of the long-range plans and prepares short-range plans with specific instructions for accomplishing work in the plans. Monitors both the short and long-range plans for compliance. Makes recommendations for amendments or additions necessary to the plan. Answers questions of permittees concerning range management principles and how the plan is developed.

Through personal contacts with permittees and Forest users, ensures that the range management plans are implemented on-the-ground.

Takes initial corrective action for trespass violation by notifying the offender and gathering evidence to sustain the charges. Follows up on such action by checking for continued trespass violations. Compiles the complete report on trespass cases for supervisor to make a determination on more severe corrective measures. Serves as a witness in court as necessary.

Provides technical direction to crews, which may be under contract or seasonal employees, in various projects for range and wildlife.

Observes and notes distribution of wildlife populations and assists in the integration and coordination of wildlife needs in livestock management use and other Forest resources.

Plans and sees to the accomplishment of a wide variety of range and wildlife resource related projects such as revegetation, fencing, slash disposal, spring development, range inspections, etc.

Conducts field work for proposals, collecting and using KV funding for wildlife habitat improvement work.

Supervises wildlife and range seeding on mechanical slash piling areas.

Cares for pack and saddle stock; i.e., secures farrier services, veterinarian needs, feeds, grooms, and maintains saddle and tack, etc.

Factor 1, Knowledge Required by the Position

Knowledge of range and wildlife management principles and applicable procedures in order to carry out a wide variety of projects and recognize and deal with resource management problems.

Ability to install and read transects, clipping cages, and other instruments for gathering data in range and wildlife management.

Knowledge of mapping and aerial photo interpretation to map out and delineate essential allotment boundaries, range improvements and allotment analysis data such as range types, suitability, plan encroachment, forage utilization, condition and trend.

Knowledge of range and wildlife improvement structures in order to build, supervise, or inspect work when constructing improvements.

Knowledge of packing, riding, and caring for livestock and tack in order to reach sections of range land inaccessible by motor vechicle.

Factor 2, Supervisory Controls

Assignments are made in terms of objectives and priorities. Assistance from the supervisor is available in unusual or unprecedented situations.

The employee carries out the work assignments independently in accordance with instructions, policies, and established plans.

Work is reviewed for technical soundness and conformity to policy. The procedures used to arrive at the end results are not reviewed in detail.

Factor 3, Guidelines

Guidelines consist of approved lanw, established policy, applicable laws, and Agency manuals and handbooks.

The employee exercises judgment in making, selecting, interpreting, and applying technical guidelines. If existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

The incumbent performs a wide variety of assignments in the range and wildlife management functions. These assignments include the collection of a wide range of data, preparing maps on field conditions, inspecting contracts and improvements, and planning and seeing to the accomplishment of range and wildlife improvement projects.

The incumbent, based on broad direction from the supervisor, plans and directs the accomplishment of assignments. Coordinates assigned activities with other resource functions.

Different and unrelated processes and methods are involved. Work requires selecting from a number of appropriate guidelines and selecting from a number of alternatives as needed and adapted.

Factor 5, Scope and Effect

The purpose of the work is to provide technical support in the management of range and wildlife resources.

The work efforts have an impact on the accuracy, reliability, and acceptability of range and wildlife programs as well as the accomlishment of assigned targets.

Factor 6, Personal Contacts

Contacts are with unit employees, grazing permittees, various State and local officials, recreation users, organized groups and other individuals requesting information or services.

Factor 7, Purpose of Contacts

Contacts are to exchange or provide information, provide advice, improve relationships, review applications, enforce permit compliance, and explain regulations and their purposes.

Factor 8, Physical Demands

Some office work is required; however, the majority of the work is in the field and involves heavy lifting over 50 pounds, horseback riding, walking over rough terrain, and driving on hazardous and icy roads.

Factor 9, Work Environment

Work is performed under an array of environmental conditions which may include heat, smoke, cold, deep snow, noise, dust, winds, and other natural hazards inherent in a forest environment. Special safety precautions are often required involving the use of protective clothing.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5033	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Aid	GS	455		2	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5033

RANGE AID, GS-455-2

Introduction

This position is located in a Forest Service research unit. The position performs simple technical tasks in range management while acquiring greater technical skills.

Major Duties

Trains as a Range Aid, assisting higher grade technicians and professionals in performing a variety of simple range related tasks. Assists in carrying out routine tests and procedures, taking simple measurements, recording data, etc. Such duties may include collecting soil and forage samples; digging pits for observation of soil profiles; counting or measuring simple scientific phenomena such as numbers of plants in a plot, length of twigs, or number of stems; and cleaning and maintaining laboratory apparatus.

Factor 1, Knowledge Required by the Position

Basic aptitude for and interest in range work.

Ability to learn to operate simple equipment and to perform simple repetitive field tasks or operations which require little or no prior training or experience.

Factor 2, Supervisory Controls

Specific instructions are given by the supervisor on work to be performed.

Initially, the supervisor observes work in progress.

Some repetitive tasks may be performed independently with close review upon completion.

Factor 3, Guidelines

Written and oral guides provide specific instructions which are easily learned.

No deviations are permitted without supervisor's approval.

Factor 4, Complexity

Work is quickly mastered and consists of tasks that are clear cut and directly related with little or no choice on what needs to be done.

Factor 5, Scope and Effect

The work involves specific routine operations that have little impact beyond the immediate organizational unit needs.

Factor 6, Personal Contacts

Personal contacts are with employees in the work unit and in related or support units.

Factor 7, Purpose of Contacts

Purpose is to obtain or clarify information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a range environment where the terrain may be steep, uneven, rocky, and covered with thick, tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots, gloves, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5034	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Range Aid	GS	455		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
RANGE AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5034

RANGE AID, GS-455-3

Introduction

This position is located in a Forest Service research unit. The position serves as a general technical assistant in the performance of routine tasks in range management, as a crew member or individual worker.

Major Duties

Performs a variety of routine tasks in connection with the management, development, and utilization of rangeland and range resources, including such things as collecting data from and servicing weather observation stations; identifying species of range plants; measuring volume of vegetation by clipping and weighing; analyzing forage and soil samples according to standard, simplified procedures; and compiling and analyzing data in accordance with standard procedures and written instructions.

Factor 1, Knowledge Required by the Position

Skill in reading, writing, and math to record and tabulate range data.

Working knowledge of basic range and wildlife habitat management practices and procedures to perform assignments.

Ability to follow detailed oral and written instructions.

Factor 2, Supervisory Controls

Specific instructions are given on tasks to be performed and incumbent independently accomplishes the work.

Supervisor spot checks tasks and reviews work upon completion for accuracy and conformance to instructions.

Factor 3, Guidelines

Written and oral guides provide specific instructions which are easily learned.

No deviations are permitted.

Factor 4, Complexity

Work consists of common standard practices being applied to a variety of situations. The technique or practice to be applied to a situation is relatively easy to identify.

Factor 5, Scope and Effect

The work involves treating a variety of conventional problems or situations with established criteria.

This affects the adequacy of field investigations, testing operations, research conclusions, or the protection or improvement of range resources.

Factor 6, Personal Contacts

Personal contacts are with employees in the work unit and in related or support units. Some contacts are with the general public.

Factor 7, Purpose of Contacts

Purpose is to provide or obtain information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a range environment where the terrain may be steep, uneven, rocky, and covered with thick, tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment, such as boots, gloves, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5035	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ____________

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5035

RANGE TECHNICIAN, GS-455-4

Introduction

This position is located in a Forest Service research unit. The position serves as a general technical assistant in the performance of various range management tasks, either as a crew member or individual worker.

Major Duties

Performs one or more of the following tasks:

Gathers and compiles research data relating to the improvement and management of a variety of rangeland types.

Accurately identifies range plant species of the area. Determines vegetal composition by density, production, and cover.

Uses weight-estimate, point-estimate, and ocular-estimate methods to obtain data on vegetal composition.

Determines percent of utilization of herbage by livestock, big game, small mammals, and insects.

Makes stand performance ratings on experimental plantings.

Reads, records, and compiles temperature and precipitation data from delicate scientific instruments.

On occasion, directs a crew of lower grade employees to do this kind of work.

Collects and properly preserves herbarium specimens of unknown plants.

Learns to select and measure transects by working with a higher grade employee. Counts plants, measures distances, observes plant and soil conditions, and records data.

Transfers data from field notes to maps or aerial photos to show vegetative types, conditions and trends, or soil types. Compiles data for use in plans and records.

Factor 1, Knowledge Required by the Position

Basic working knowledge of range management practices and procedures and experience in their application to identify and collect specimens and other pertinent range data and to perform limited analysis work.

Knowledge of research objectives and studies pertinent to the particular assigned area.

Skill in the safe use of equipment needed to complete projects.

Factor 2, Supervisory Controls

Assignments involving concepts and methods familiar to the incumbent are made in terms of the objectives to be achieved and without explicit instructions on work methods if standard work procedures can be used.

Incumbent uses initiative in carrying out recurring assignments independently but refers deviations from standard procedures to supervisor.

Work is reviewed for adherence to instructions and procedures.

Factor 3, Guidelines

Detailed guidelines are in the form of oral instructions, written guides to plant identification and range improvement methods and work plans.

The employee applies guidelines without change; deviations are referred to or authorized by the supervisor. Employee selects appropriate guide for each situation.

Factor 4, Complexity

Collects and compiles field data. Follows specific procedures, but must judge adequacy of conditions found. Takes corrective action on own initiative in routine matters and reports others to supervisor for direction and guidance.

Factor 5, Scope and Effect

The purpose of the work is to accomplish specific projects.

The technical support provided results in more efficient use of range resources and facilitates completion of research projects.

Factor 6, Personal Contacts

Contacts are with coworkers and other employees in related or support units. Some contacts are with the general public.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain, clarify, or give facts and information directly related to assignments.

Factor 8, Physical Demands

The work requires physical exertion, such as long periods of standing, walking over rough, steep, rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects, up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risk of injury and discomforts, due to dust, smoke, irritant chemicals, cold weather, or high noise levels. Special safety precautions are required. The employee may be required to use protective equipment, such as steel-toed boots, hardhats, earplugs, and respirator.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5036	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Range Technician	GS	455		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
RANGE TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5036

RANGE TECHNICIAN, GS-455-5

Introduction

This position is located in a Forest Service research unit. The position serves as a technical assistant in the performance of various range management tasks, either as a crew member or individual worker.

Major Duties

Performs technical duties in support of professional scientists conducting research projects in range management, such as the following:

Samples plant cover, weight, and composition in established study areas. Assists in collecting for identification, clipping, weighing, and drying plant material.

Determines the amount of plants utilized by livestock.

Collects soil samples and performs laboratory analysis.

Records weather data, such as temperature, precipitation, wind velocity, and relative humidity.

Assists in constructing plot fences and other experimental facilities using a variety of hand tools in a safe and proper manner.

Compiles and analyzes research data by routine methods. Prepares maps, charts, and figures to illustrate research findings.

Grows plants for experimental purposes in greenhouse or field plots. Prepares seeds and plants for growth under controlled conditions in the greenhouse or growth chambers. Records observations during the course of experiments.

Factor 1, Knowledge Required by the Position

Thorough knowledge of range practices and techniques used in the area assigned to select and adapt procedures for specific field or laboratory conditions.

Knowledge of equipment used in range work unique to the specific assignment in order to locate field plots; install, operate, and maintain instruments and equipment; gather and perform preliminary analysis of data; perform required measurements, etc.

Ability to apply techniques and methods outlined by research scientists to a specified phase of a research study plan.

Ability to make onsite decisions and judgments to effect results and complete assignments.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent is responsible for carrying out routine assignments and solving normal technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Checks on work procedures, accomplishments, and accuracy are made periodically during the job and at its completion.

Factor 3, Guidelines

Guidelines include technical manuals, project work plans, and written and verbal direction.

The guidelines are detailed and generally applicable. The incumbent selects, and, on occasion, adapts guidelines or procedures to be used.

Factor 4, Complexity

The work consists of applying project work plans to field and/or laboratory situations.

While technical guidelines are detailed and generally directly applicable, judgment is required to distinguish which guides should be used.

Assignments and procedures used are quite complex. Decisions on what must be done depends, to a considerable degree, on analysis of the situation and issues involved, with the selected course of action chosen from many options.

Factor 5, Scope and Effect

This position provides skill and expertise in conducting field and/or laboratory work in support of research projects within the unit.

The work directly affects the work unit's ability to meet deadlines and to provide accurate and valuable information to users.

Factor 6, Personal Contacts

Contacts are with the general public, rangeland owners, and other agency employees, within and outside the immediate organizational unit.

Factor 7, Purpose of Contacts

Contacts within the unit are to obtain advice and assistant to fulfill general job requirements or occasionally to oversee work projects. Contacts with cooperators are for coordination of various phases of work to assure valid experimental results.

Factor 8, Physical Demands

The work is physically demanding requiring the ability to perform effectively in steep, brush covered terrain and/or perform laboratory work requiring prolonged periods of standing.

Factor 9, Work Environment

Work may be performed in office, laboratory, and/or field situations. Field work will involve driving, riding, and hiking in rugged, steep, and brush covered terrain in all types of weather. Office and laboratory work is usually performed in adequately heated and ventilated areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2078	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2078

FORESTER, GS-460-5

Introduction

This is a professional forester trainee position located on a Forest Service unit which provides management of all resources. As a trainee, the incumbent performs basic duties and receives training pertaining to a variety of Forest resources and activities.

Major Duties

As a trainee, performs duties which are designed to orient the employee in the application of academic theories and basic forestry principles to a variety of work situations. Assignments may be similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes, or to relieve higher grade foresters of routine work.

Receives formal and on-the-job instructions and training designed to familiarize the incumbent with functions and operations of the organization, and to provide experience in the practical application of basic forestry principles, theories, methods, techniques and practices.

Assists higher grade foresters, or works as a team member, in accomplishing selected portions of projects which include all or most of the following:

Runs sale boundary lines, cruising and marking timber, and receiving training as a scaler.

Conducts studies of timber stand improvement problems and preparing reports.

Investigates and surveys areas susceptible to development as public campgrounds and makes tentative recommendations as to appropriate use.

Makes studies of wildlife use, reports observations, and recommends solutions to problems of overgrazing, etc.

Inspects range allotments and records conditions of range, evidence of overgrazing, poor distribution of livestock, etc.

Collects and analyzes data pertaining to soil and water activities.

Performs assigned phases of fire management, including serving as a member of a fire suppression crew.

Performs assigned phases of land classification, land adjustments, or landline location duties

Participates in assigned phases of unit administration such as budgeting, personnel management, I & E assignments, etc.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional forestry concepts and principles, such as would be acquired through a bachelor's degree program in forestry, to enable the forester to perform trainee level duties.

Ability to express thoughts both verbally and in writing.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Guidelines include Agency manuals, technical handbooks, directives, and guides which are detailed and directly applicable.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of specific tasks which are designed to orient the trainee in the practical application of theory and basic principles. These tasks are usually the routine and detailed work involved in projects being performed by higher grade foresters. Duties may be similar to those performed by nonprofessional employees.

The decisions regarding what needs to be done involve various choices requiring the forester to recognize the existence of and difference among a few easily recognizable situations.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee forester in the practical application of basic forestry principles.

The effect of the work is to increase the efficiency of the incumbent in performing forestry duties and to facilitate the work of the unit.

Factor 6, Personal Contacts

Personal contacts are primarily with Forest Service employees on the unit. Some contacts will be made with landowners, permittees, and the general public, although such contacts are usually in the company of more experienced employees.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, general orientation, and professional development of the incumbent.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven ground, recurring bending, crouching, stooping, or similar activities.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches. Work also includes occasional exposure to inclement weather such as rain, cold, or heat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N2027	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Pnsition Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N2027

FORESTER, GS-460-5

Introduction

This position is located in a State and Private Forestry or Research unit. Serves as a basic trainee in the field of forestry.

Major Duties

As a trainee forester, performs duties which are designed to orient the employee in the application of academic theories and basic principles to forestry work. Assignments are similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes or to relieve higher grade foresters of routine work.

Receives formal and on-the-job instructions and training designed to familiarize the incumbent with functions and operations of the organization, and to provide experience in the practical application of basic forestry principles, theories, methods, techniques, and practices.

Assists higher grade foresters, or works as a teammember, in accomplishing selected uncomplicated portions of projects which include all or the majority of the following:

Conducting studies of domestic and wildlife use, making reports of observations and recommending solutions to problems.

Conducting studies of timber resources management use and protection problems and/or collecting data and preparing related reports.

Performing assigned phases of fire management including serving as a member of a crew in the suppression of fires.

Participates in assigned phases of administration such as budgeting, personnel management, etc.

Factor 1, Knowledge Required by the Position

Knowledge of basic principles, concepts, and methodology of forestry that would enable the employee to perform trainee level duties.

Facility in expressing thoughts both verbally and in writing.

Factor 2, Supervisory Controls

Works for a higher grade employee who makes specific assignments that are accompanied by clear, detailed and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Detailed guidelines are provided to the employee, including Agency manuals and handbooks, laws, current regulations and a variety of resource guides.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments involve related steps, processes, or methods, designed to orient the trainee in the practical application of policy and basic rules and regulations.

Factors to consider differ with the subject, phase, or issues in each assignment. Alternatives available are few and easily recognizable.

Assignments are screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of Forest Service policy, rules, and regulations as they apply to the theories and basic principles of forestry work.

The effect of the work is to increase the efficiency of the incumbent in performing forestry related duties and to facilitate the work of other employees in the unit.

Factor 6, Personal Contacts

Contacts are with Forest Service employees, and on occasion with landowners, universities, State officials, permittees and the public.

Factor 7, Purpose of Contacts

Contacts are to obtain advice and direction and report on findings that will assist in the training and development of the incumbent.

Factor 8, Physical Demands

Work requires some physical exertion such as walking over rough, uneven ground, recurring bending, crouching, stooping, or similar activities.

Factor 9, Work Environment

Work is performed in an office and in the field. Field work hazards include risk of injury from falls, strains, striking against brush or overhanging branches, and occasional exposure to inclement weather.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2077	4a. FLSA STATUS N (0 - EXEMPT 1 - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ________

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2077

FORESTER, GS-460-5

Introduction

This is a professional forester trainee position designed to provide professional development in fire management within the framework of multiple-use management of forest and range lands. This is a primary firefighter position under the provisions of 5 U.S.C. 8336(c).

Major Duties

As a trainee, performs duties which are designed to orient the employee in the application of academic theories and basic forestry principles to a variety of work situations. Assignments may be similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes, or to relieve higher grade foresters of routine work.

Receives formal and on-the-job instructions and training designed to familiarize the incumbent with functions and operations of the organization, and to provide experience in the practical application of basic forestry principles, theories, methods, techniques and practices.

Assists higher grade foresters, or works as a team member, in accomplishing selected portions of projects which include the following:

Performs fire crewmember duties in the suppression of wildfires and, in the process, learns about fire behavior under a variety of conditions.

Gathers data on natural or activity-generated fuels and prepares drafts of portions of fuels treatment, fire suppression, and a variety of other plans.

Ignites and controls fire according to prescribed burning plans to accomplish fuel modification in the furtherance of various land management objectives.

Makes arithmetic calculations using standard methods to determine fuel loading.

Gathers and analyzes information using standard and prescribed methods related to timber sale preparation, timber stand improvement, or recreation site layout in order to obtain experience in a variety of forestry tasks.

Participates in assigned phases of unit administration such as budgeting, personnel management, I & E assignments, etc.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional forestry concepts and principles, such as would be acquired through a bachelor's degree program in forestry, to enable the employee to perform trainee level duties.

Ability to express thoughts both verbally and in writing.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Guidelines include Agency manuals, technical handbooks. directive, and guides which are detailed and directly applicable.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of specific tasks which are designed to orient the trainee in the practical application of theory and basic principles. These tasks are usually the routine and detailed work involved in projects being performed by higher grade foresters. Duties may be similar to those performed by nonprofessional employees.

The decisions regarding what needs to be done involve various choices requiring the forester to recognize the existence of and difference among a few easily recognizable situations.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee forester in the practical application of basic forestry principles.

The effect of the work is to increase the efficiency of the incumbent in performing forestry duties and to facilitate the work of the unit.

Factor 6, Personal Contacts

Contacts are primarily with Forest Service employees on the unit, including those performing related resource management as well as fire management duties. Some contacts may also be made with landowners, permittees, and the general public, although such contacts are usually in the company of more experienced employees.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, general orientation, and professional development of the incumbent.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods which includes walking, climbing, shoveling, chopping, throwing, lifting, jumping, and carrying heavy loads. The duties of this position require the incumbent to meet prescribed physical requirements as measured by the Step Test or the 1.5 mile run.

Factor 9, Work Environment

Work is performed in an office and in the forest environment in steep terrain, where ground may be extremely uneven and rocky, covered with thick vegetation. Temperatures are frequently extreme from weather or fire. Smoke and dust conditions are frequently severe. The hazardous nature of the work requires that protective clothing (boots, gloves, hardhats, etc.) be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2079	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2079

FORESTER, GS-460-7

Introduction

This position is located on a Forest Service unit which provides management to all Forest resources. As an advanced trainee, the incumbent performs productive forestry work and receives advanced training pertaining to Forest resources and activities.

Major Duties

As an advanced trainee forester, performs specific portions or minor phases of assignments in support of broad functional activities for which foresters of a higher level have overall responsibility. Assignments are typically screened to eliminate difficult or unusual problems.

Receives training in more advanced skills, techniques and procedures by performing a variety of productive forestry work which includes duties such as the following:

Collects compartment, stand prescription or presale information data for specified areas selected for cutting; conducts cruises of timber stands, delineating forest cover by use of aerial photographs and summarizes data; scouts and recommends location of timber haul roads; prepares tentative sales plans; and performs related preparation, timber stand improvement and reforestation duties.

Administers assigned timber sales to ensure that all contractual stipulations are carried out by the operator and the Forest Service; corrects improper practies and resolves misunderstandings, complaints, or violations of regulations, policies or contractual requirements; prepares timber reports; and checks for timber trespass.

Collects and summarizes watershed data, and administers assigned watershed projects.

Inspects campgrounds and other recreation areas to determine that improvements are properly maintained; conducts double sampling and gathers other data for studies of campground use; conducts compliance checks; assists in preparation of recreation reports; and identifies potential recreation sites.

Makes studies of wildlife use, including studies of habitat and damage to range, and reports observations and recommendations to supervisor.

Inspects range allotments; observes and records range conditions, overgrazing evidence, livestock distribution, compliance with salting regulations, etc.

Performs assigned phases of special use and minerals management by gathering and integrating data which may be influenced or altered by these activities.

Performs assigned phases of land adjustment program involving purchase, donation, exchange, acquistion of easements and other partial interest; maintaining land status records, and performing corner search activities.

Serves in the fire management organization as assigned; participates in fire suppression activities as qualified; makes fire inspections and instructs permittees and forest users in proper fire prevention methods.

Participates in assigned phases of unit administration such as budgeting, Personnel Management, I&E assignments, etc.

Factor 1, Knowledge Required by the Position

Professional knowledge of basic principles, concepts and methodology of forestry as would typically be acquired through a bachelor's degree program in forestry, plus skill and knowledge gained through additional work experience, that provides the ability to perform recurring assignments independently.

Ability to express thoughts both verbally and in writing.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to the objectives and procedures to be used along with quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instructions and/or established procedures.

Work is reviewed on completion for technical accuracy, conformance to instructions, and to ensure that objectives are met.

Factor 3, Guidelines

Guidelines include Agency manuals and directives, pertinent laws, and regulations which are detailed and usually are directly applicable to the assigned work.

The employee exercises judgment in locating and selecting appropriate guidelines and making minor deviations to adapt guidelines in specific cases. Situations where existing guidelines are inadequate, or which propose significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience and a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number of standard forestry principles, methods, and practices to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

The purpose of the work is to provide advanced training to the incumbent in the application of forestry principles and practices, and assist higher level employees with routine parts of their assignments.

The effect of the work is to increase the efficiency of the incumbent in performing forestry duties and to facilitate the work of the unit.

Factor 6, Personal Contacts

Personal contacts are with Forest Service employees, landowners, permittees and the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, and professional development of the incumbent.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough, uneven ground, recurring bending, crouching, or stooping.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work hazards include risk of injury from falls, strains, striking against brush and over hanging branches. Work includes occasional exposure to inclement weather such as rain, cold, and heat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2028	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2028

FORESTER, GS-460-7

Introduction

This position is located in a State and Private Forestry or Research unit. Serves as an advanced trainee in the field of forestry.

Major Duties

As an advanced trainee forester, performs specified portions or minor phases of assignments in support of functional activities for which foresters of a higher level have overall responsibility. Assignments are typically screened to eliminate difficult or unusual problems.

Receives training in more advanced skills, techniques and procedures by performing a variety of productive forestry work. Performs productive tasks in support of broad functional activities which include the majority of the following:

Delineates forest cover by use of aerial photographs and summarizes data. Reviews and recommends location of timber haul roads, timber stand improvement, utilization, protection and reforestation.

Collects and summarizes informational data and administers assigned resource projects.

Makes studies of domestic and wildlife use, including studies of habitat and damage to range, and reports observations and recommendations.

Performs information and education work by meeting with and talking to residents, users and visitors on subjects relating to Forest Service programs, objectives, and problems.

Participates in assigned phases of administration such as budgeting, personnel management, etc.

Factor 1, Knowledge Required by the Position

Knowledge of basic principles, concepts and methodology of forestry plus skill and knowledge gained through additional experience and education, that provides the ability to perform recurring assignments independently.

Ability to express thoughts both verbally and in writing is required.

Factor 2, Supervisory Controls

The supervisor assigns work with general instructions on objectives and procedures to be used, and quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instructions and/or established procedures.

Work is reviewed closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, and pertinent laws and regulations in all fields of resource management. These guidelines are detailed and usually are directly applicable to the assigned work.

The employee exercises some judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines. Situations where existing guidelines are inadequate or propose significant deviations are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience as a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number of standard forestry principles, methods and practices in order to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

The purpose of the work is to provide advanced training to the incumbent in the application of Agency policy, rules and regulations as they apply to the theories and principles of forestry work.

The effect of the work is to increase the efficiency of the incumbent in performing forestry related duties and to facilitate the work of other employees in other units.

Factor 6, Personal Contacts

Personal contacts are with Forest Service employees, landowners, universities, State officials, permittees and the general public.

Factor 7, Purpose of Contacts

Contacts are to obtain and exchange information, answer questions and explain well-established policies, procedures and regulations that will assist in the training and development of the incumbent.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven ground, and recurring bending, crouching, and stooping.

Factor 9, Work Environment

Work is performed in an office and in the field. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and occasional exposure to inclement weather.

8

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11		X	N5007	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

This is a secondary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N5007

FORESTER, GS-460-7

Introduction

This is a professional forester advanced trainee position on a Forest Service unit designed to provide professional development in fire management within the framework of multiple-use management of forest and range lands. This is a secondary firefighter position under the provisions of 5 USC 8336(c). It provides coverage under those provisions to incumbents transferring directly from a primary firefighting position or who have previously transferred directly from a primary to a secondary position.

Major Duties

As an advanced trainee forester, performs specific portions or minor phases of assignments in support of broad functional activities for which foresters of a higher level have overall responsibility. Assignments are typically screened to eliminate difficult or unusual problems.

Assists the Fire Management Officer, an operating fire crew supervisor, or other position in a Forest fire management organization in planning, directing, performing, or supervising a variety of fire management duties.

Performs fire crew member duties in the suppression of wildfires and in the process learns about fire behavior under a variety of conditions.

Gathers data on natural or activity-generated fuels and prepares drafts of portions of fuels management, fuels treatment, fire suppression, and other plans.

Ignites and controls fire according to prescribed burning plans to accomplish fuel modification in the furtherance of various land management objectives.

Makes arithmetic calculations using standard methods to determine fuel loading.

Gathers and analyzes information, using standard and prescribed methods, related to timber sale preparation, timber stand improvement, or recreation site layout in order to obtain experience in a variety of forestry tasks.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry concepts and principles as would typically be acquired through a bachelor's degree program in forestry, plus professional job experience sufficient to enable the employee to perform advanced trainee level duties and to relate academic learning to the operational job.

Ability to express thoughts both verbally and in writing.

The duties of this position require previous fire suppression experience.

Factor 2, Supervisory Controls

Supervisor assigns work with general instructions as to the purpose of the assignment, expected outcome, anticipated problems and suggested method for handling these problems.

The employee is responsible for planning the sequence of tasks necessary to carry out recurring assignments. The supervisor is consulted on matters which represent significant departures from original instructions or guidelines.

Work is reviewed on completion for technical accuracy, conformance to instructions, and to ensure that objectives are met.

Factor 3, Guidelines

Guidelines include Agency manuals, technical handbooks, directives, and guides which are detailed and generally applicable.

The employee exercises some judgment in locating and selecting appropriate guidelines. When situations occur to which existing guidelines do not apply or where significant deviations are required, the employee asks the supervisor for assistance.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience and a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number of standard forestry principles, methods, and practices to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

The purpose of the work is to provide advanced training to the incumbent in the application of forestry principles and practices, and assist higher level employees with routine parts of their assignments.

The effect of the work is to increase the efficiency of the incumbent in performing forestry duties and to facilitate the work of the unit.

Factor 6, Personal Contacts

Contacts are with other employees on the unit, including those performing related resource management as well as fire management. Contacts may be made with landowners, permittees, and the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, general orientation, and professional development of the incumbent.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods which include walking, climbing, shoveling, chopping, throwing, lifting, and carrying heavy loads.

Factor 9, Work Environment

The work is performed in an office and in a forest environment where surfaces may be extremely uneven and rocky, and covered with thick vegetation. Temperatures are frequently extreme from weather or fire. Smoke and dust conditions are frequently severe. The hazardous nature of the work requires that protective clothing (boots, gloves, hardhats, etc.) be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2032	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints or exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2032

FORESTER, GS-460-9

Introduction

This position is the logging specialist on a Forest Service unit who provides technical expertise in logging systems and prepares timber harvest plans in support of environmental assessment and timber sale planning.

Major Duties

Prepares general logging plans from aerial photographs and topographic maps and verifies logging system settings through field reconnaissance and analysis of skyline payloads, landing locations, and anchor analysis.

Coordinates with engineering transportation planning the location of access road systems in relation to timber harvest activities.

Coordinates other resources input in support of alternative formulation in timber sale preparation.

Prepares written reports, maps, and overlays documenting logging transportation systems and the basis for selecting a proposed system.

Provides professional advice, assistance, and training to District personnel on matters associated with logging systems.

Factor 1, Knowledge Required by the Position

A professional knowledge of forestry principles, practices, and concepts and a practical knowledge of timber harvesting including engineering sufficient to provide assistance for commonly used, new and experimental logging equipment and methods.

Knowledge of a wide variety of logging techniques and procedures sufficient to adapt them to local conditions.

Knowledge of related disciplines such as hydrology, soils, silviculture, timber valuation and sales, visual and cultural resources, wildlife, recreation, and transportation planningsufficient to recognize the manner in which these disciplines relate to logging systems issues and concerns.

Professional knowledge of logging systems and methods to evaluate, analyze, design, and recommend logging and harvest methods.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives to be achieved, and is available for assistance when dealing with controversial issues.

The forester independently plans the detailed steps and practices necessary to collect and analyze data, draft reports, and recommend logging methods. If unusual or unfamiliar problems occur, the forester asks the supervisor or necessary specialists for assistance.

On new assignments, the supervisor reviews the proposed methodology prior to inception. The supervisor reviews completed work for technical adequacy, accuracy, and adherence to instructions.

Factor 3, Guidelines

Available guides include the timber management plan and the Forest land management plan, which provide guidance on matters such as action to be taken and priorities, deadlines, and constraints. However, guidelines are not specific to the on-the-ground conditions that exist at any point in time.

The employee must select from alternative methods or approaches which appear appropriate to the existing situation, and make or recommend alternatives required by technical considerations.

Factor 4, Complexity

Assignments involve developing area harvest plans, designing logging system plans for timber sales, and preparing sale design of logging systems.

Complicating features of the assignments include the wide variety of logging methods (e.g., skyline, dragline, helicopter), differences in topography, and the effects of timber harvesting methods on other resource concerns such as fish spawning grounds, wildlife habitat, soil erosion, recreation uses, fire, esthetics. The complicating features involve not only the actual removal of cut timber from harvest sites, but also landing locations and logging transportation systems.

The problems the employee must deal with have substantial precedents and are amenable to the application of standard techniques and practices.

Factor 5, Scope and Effect

The purpose of the work is to oversee the planning, administration, and execution of plans for timber harvesting operations.

The work impacts other resource operations, the economy and efficiency of timber harvesting operations, and the economic stability of the local community and the forest products industry.

Factor 6, Personal Contacts

Contacts are with other resource specialists on the unit, specialists at the next higher level, civil engineers, timber operators, permittees, adjacent landowners, and the general public.

Factor 7, Purpose of Contacts

Contacts are to coordinate resource efforts, explain technical requirements, inspect work by contractors for compliance, and conduct training.

Factor 8, Physical Demands

Field work requires long periods of time walking over brush or tree covered, possibly wet or snow covered terrain.

Factor 9, Work Environment

Much of the work is performed outdoors. The work requires exposure to risks and discomforts of extreme weather conditions, logging operations in mountainous areas, and noise, dust, and hazardous footing. Safety equipment such as hardhats, boots, and other protective devices are required when working out-of-doors.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11		X	N2039	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2039

FORESTER, GS-460-9

Introduction

This position is located on a Forest Service unit where the incumbent has responsibility for the development of annual work plans and the execution and administration of short-range plans relating to the timber management and insect and disease control program.

Major Duties

Develops and recommends unit timber plans based on an on-the-ground inventory of sample plots and stands, maps, aerial photography, and computer reports to implement the approved timber sale program.

Reviews and appraises the timber resource to determine the area's capacity to meet allowable cut/public demand and future needs as well as the protection and regeneration of the resource, and develops the reforestation and timber stand improvement program. Oversees site preparation, seeding, planting, stocking surveys, release, precommercial thinning, animal control, pruning and fertilization.

Reviews silvicultural prescriptions to ensure that plans, treatment, and harvesting techniques are compatible with timber management plan.

Develops the timber sale preparation program including determination of best access routes, location of cutting units, and consistency of logging methods with transportation and silvicultural plans. Oversees cruising and marking of timber; determines sale volume; oversees preparation of timber sale report and appraisals; and prepares timber sale contracts. Ensures protection of water retention capacity of the soil and reestablishment of forest growth to prevent or minimize soil erosion damage; adjusts cutting plans to include control measures necessary to prevent spread of insects or disease and to salvage infested or infected timber.

Reviews logging plans with operator to ensure understanding of contract requirements. Inspects logging operations to ensure fullfillment of silvicultural objectives, protection of watershed, recreational, aesthetic, and wildlife values, and contract stipulations are observed.

Prepares Sale Area Improvement (SAI) and K-V Collection Plans.

Coordinates with others to ensure integration of the timber management plans with other resources and activities and with the approved land management plans. Prepares or assists in preparation of draft environmental impact statements or environmental analyis reports.

May supervise one or two employees. Supervisory responsibilities include setting performance standards, performance ratings, approval of leave, recommending training and handling disciplinary problems of subordinates. Supports the Civil Right Act of 1964, as amended, and develops and carries out affirmative action efforts in the unit.

Determines financial needs of the resource program and prepares recommendations for equipment, material and personnel needs; documents work progress and accountability of the timber resource program .

Factor 1, Knowledge Required by the position

Professional knowledge of the principles, concepts, and methods of forestry to undertake recurring projects involving all aspects of timber management.

Knowledge of Agency policices, procedures, and regulations affecting use of forest resources to be able to adapt them to local conditions.

Knowledge of related disciplines such as hydrology, plant pathology, soils, and wildlife to be able to recognize how they relate to timber management and to recognize when specialized advice is needed.

Factor 2, Supervisory Controls

The supervisor makes overall assignments and outlines program objectives and resources available. The incumbent and supervisor consult on coordination of work plans into the unit's annual work plans.

Acts independently on all matters within the scope of the position and makes decisions within established policies, plans, and objectives. Keeps supervisor informed of all activities. Refers only the most unusual problems to supervisor for assistance.

Work is spot-checked for technical compliance, and accomplishments are reviewed for adequacy during quarterely reviews and inspections.

Factor 3, Guidelines

Guidelines are usually applicable and include Agency policy, procedure, manuals and handbooks, standard professional practices, published research results, annual work plans, long-range timber management plans, and oral instruction from the supervisor. Guides may not address specific sets of circumstances found on the ground.

The incumbent uses professional judgment to select from a number of apparent alternatives to identify the one that best satisfies timber management considerations and also total environmental considerations.

Factor 4, Complexity

Assignment consists of a variety of professional work operations in timber management such as making overall appraisal of timber resources, reviewing silvicultural prescriptions, and ensuring coordination and integration of timber management plans with other resources.

Decisions and evaluations consider the need to choose from among alternative locations, techniques, or solutions in administering the sales program, determining the area's capacity to meet allowable cut, and ensuring fulfillment of silvicultural objectives. The position demands a high degree of coordination with other resource activities to avoid and resolve problems caused by interference or conflicts.

The problems associated with the timber management and insect and disease programs have substantial precedents are carried out without substantial adaptation or modification of precedents.

Factor 5, Scope and Effect

The purpose of the work is to prepare standard plans contributing to the effective and efficient management of Forest lands. The forester's work affects all resource values but particularly the timber resource.

The work affects the quantity and quality of future timber which will in turn affect economic well-being of local communities and industries.

Factor 6, Personal Contacts

Contacts are with employees on the unit and specialists at the next level, as well as with specialists in State resource agencies. Some contacts are with landowners, the general public, and contract loggers.

Factor 7, Purpose of Contacts

Contacts are to involve others in carrying out timber sale activities; to discuss contract requirements with timber contracters, to coordinate work, and to explain, monitor, and promote Agency programs.

Factor 8, Physical Demands

Field work requires long periods of time walking over rough brush or tree covered, possibly wet or snow covered terrain.

Factor 9, Work Environment

Much of the work is performed outdoors. Exposure to extremes of hot, cold, rainy, and snowy weather are common. Outdoor work requires the use of special safety equipment such as hardhats and safety toe boots.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2029	4a FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2029

FORESTER, GS-460-9

Introduction

This position is located in a Forest Service unit where the incumbent serves as a silviculturist with primary responsibility for development, planning, and application of silvicultural methods and practices.

Major Duties

Participates in the preparation of financial and work plans for assigned programs by estimating, combining, and coordinating project plans into an annual unit work plan. Reviews work accomplishments for assigned areas of responsibility and compiles necessary reports.

Conducts examinations of timber compartments and stands on the unit and evaluates the conditions found. Makes or recommends basic land management decisions based on these evaluations. Makes silviculture prescriptions and action plans for TSI and reforestation work necessary to attain timber management objectives using aerial photographs and on-the-ground observation and measurement.

Reviews and recommends plans for the timber harvest program. This includes sale design, layout, and marking in accordance with approved silvicultural prescription and environmental assessment reports.

Makes plantation and natural regeneration survival examinations to determine that results meet accepted standards. Sets up checks and inspections to determine the effectiveness ofculture treatments. Makes recommendations to the TMA on techniques, policies, and procedures to increase the effectiveness or improve the quality of treatments.

Prepares multiple-use compartment prescriptions and environmental assessment reports based on field examination.

May administer or supervise the administration of timber stand improvement contracts.

Participates in timber sale unit layout and sale administration to ensure that silvicultural management objectives and maintained.

May supervise one or two employees. Assigns work, provides training, checks work in progress, recommends promotions, evaluates performance, recommends awards or disciplinary action, approves leave, etc. The incumbent is responsibile for actively supporting the Civil Rights Act of 1964, as amended. The incumbent cooperates in developing and carrying out affirmative action efforts in the unit and those actions described in the Service-wide Affirmative Action Plan.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry principles and concepts in order to apply conventional techniques to solve problems involving application of silvicultural practices and prescription of proper treatments.

Knowledge of Agency policies, procedures, and requirements concerned with multiple-use and sustained yield of forest resources; and understanding of multiple-use land management theories and strategies.

Knowledge of current reforestation techniques and procedures sufficient to adapt them to local conditions.

Knowledge of related disciplines such as hydrology, soils, plant pathology, or wildlife biology sufficient to recognize how they relate to silviculture issues and to recognize need for specialized advice.

Ability to prepare comprehensive environmental assessment reports.

Factor 2, Supervisory Controls

The supervisor makes overall assignments and outlines program objectives and resources available. The incumbent and supervisor consult on coordination of work plans into the unit's annual work plans.

Acts independently on all matters within the scope of the position and makes decisions within established policies, plans, and objectives. Keeps supervisor informed of all activities. Refers only the most unusual problems to supervisor for assistance.

Work is spot-checked for technical compliance, and accomplishments are reviewed for adequacy during quarterely reviews and inspections.

Factor 3, Guidelines

Guidelines are usually applicable and include Agency policy, procedure, manuals and handbooks, standard professional practices, published research results, annual work plans, long-range timber management plans, and oral instruction from the supervisor. Guides may not address specific sets of circumstances found on the ground.

The incumbent uses professional judgment to select from a number of apparent alternatives to identify the one that best satisfies timber management considerations and also total environmental considerations.

Factor 4, Complexity

The primary assignment is to inventory timber stands and to prescribe the management practices that should be applied.

Decisions and evaluations consider the need for timber harvest, silvicultural system and cutting methods used; site preparation and reforestation; transportation system development, timber stand improvement; soil and water resource development and protection; sale layout and design; recreation resource development and protection; management and enhancement of the visual resource; mineral and special land use development and management, and protection and enhancement of all other environmental factors. Resource management decisions are made upon joint review of the prescription and environmental assessment reports with the supervisor and higher level managers and specialists.

The problems encountered have substantial precedents. Concerns for environmental features and socioeconomic characteristics typically are satisfied by application of standard practices.

Factor 5, Scope and Effect

The purpose of the work is to prepare standard plans contributing to the effective and efficient management of Forest lands. The forester's work affects all resource values but particularly the timber resource.

The work affects the quantity and quality of future timber which will in turn affect economic well-being of local communities and industries.

Factor 6, Personal Contacts

Contacts are with employees on the unit and specialists at the next level, as well as with specialists in State resource agencies. Some contacts are with landowners, the general public, and contract loggers.

Factor 7, Purpose of Contacts

Contacts are to involve others in the process of prescribing the proper treatment for land areas; obtain advice and commitment on prescribed treatments; and explain, monitor, and promote Agency programs.

Factor 8, Physical Demands

This work involves both field and office work. Work in the field often requires physical exertion in ruged terrain under adverse conditions.

Factor 9, Work Environment

Much of the work is performed outdoors. Exposure to extremes of hot, cold, rainy, and snowy weather are common.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2030	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor — Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84

Signature — Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2030

FORESTER, GS-460-9

Introduction

This position is located in a Forest Service unit where the incumbent performs presale and sale administration duties in the timber management program.

Major Duties

Participates in the development of timber management plans and develops annual and project work plans for assigned areas of responsibility.

Prepares management plans for specific areas and recommends approval or adjustments in proposed schedules of cutting operations in view of current weather, timber stand, and market conditions. Reviews inventory data, examines aerial photos, and makes field reconnaissance prior to making recommendations. Compiles and analyzes field data, and completes EAR's and EIS's for supervisor's review. Writes logging feasibility reports.

Determines sale boundaries, proper location of logging roads (in concert with engineers as appropriate), acceptable marking and cutting methods, stumpage prices, and the requirements for brush disposal, erosion control, and stand improvement. Supervises or personally lays out individual cutting blocks on the ground and marks sale area boundaries, giving full consideration to soil conditions, wildlife, and other resources. Determines type and intensity of cruise needed and supervises cruising of timber to determine grade, volume, and value. Prepares detailed maps, timber sale appraisals, timber sale writeup, advertisement, prospectus, and sample contracts for the sale. Interviews prospective purchasers and explains contract clauses, road development, cutting practices, and other items. Prepares instructions and trains field personnel in the various phases of sale preparation work.

Responsible for continual on-the-ground inspections and administration of all timber sale activities within assigned areas, and for securing purchaser compliance to all contract requirements. Through inspection, ensures that silvicultural objectives are being met. Takes immediate corrective action when deficiencies demand. Inspects and supervises operator's participation in erosion control measures. Keeps record of timber cut and ensures collection of payments as required to keep payments ahead of cutting. Assists with negotiations with timber purchasers to obtain acceptance of rate redeterminations. Settles complaints with operators on the ground, referring only major differences to supervisor for decisions. Makes final inspections and recommends closure of contract.

May supervise one or more lower grade employees. Assigns work, provides training, checks work in progress, recommends promotions, evaluates performance, recommends awards or disciplinary action, approves leave, etc. The incumbent is responsible for actively supporting the Civil Rights Act of 1964, as amended. The incumbent cooperates in developing and carrying out affirmative action efforts in the unit.

Factor 1, Knowledge Required by the Position

Professional knowledge of scientific forestry principles and concepts sufficient to apply conventional techniques to the solution of problems, and to carry out projects involving timber sale preparation and sale administration activities.

Knowledge sufficient to interpret the effect and impact of the selection of a particular harvest method or cutting area on other Forest resources.

Knowledge of Agency policies, procedures, and statutory requirements concerned with multiple-use and sustained yield of Forest resources.

Knowledge of hydrology, soils, plant pathology, entomology, and fire behavior and suppression techniques as they relate to management of the timber resource.

Thorough knowledge of Forest Service contracts and contracting procedures and provisions to effectively design and administer such contracts.

Factor 2, Supervisory Controls

The supervisor outlines program objectives and the material, financing, and personnel available. The incumbent and supervisor consult on coordination of work plans into the unit's annual work plans.

Acts independently on all matters within the scope of assigned functional areas and makes decisions within established policies, plans and objectives. Keeps supervisor informed of all activities and refers only the most unusual problems for assistance.

The supervisor reviews the work for technical adequacy and soundness and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines are usually applicable and include Agency manuals, technical handbooks, standard professional practices, published research results, annual work plans, long-range functional plans, and oral instructions from the supervisor. The guides may not address specific sets of circumstances found on the ground. The incumbent must consider the impact of decisions on the resource values.

The incumbent uses professional judgment to select from a number of alternatives to identify the alternatives that best satisfy resource considerations in assigned functional areas, as well as the total environmental considerations.

Factor 4, Complexity

The primary assignment is to carry out presale and sale administration activities for assigned timber sales. Assignments involve various duties concerned with resource inventory, analyses of existing conditions, and development of annual project work plans.

Incumbent must consider the effect of a timber sale or particular silvicultural practice on other resource values, such as stream quality, wildlife habitat, soil protection, enhancement of the visual resources, etc, Additional considerations include the purpose of the cut; i.e., to remove a stand of trees which may have been subject to fire, windthrow, or disease infestation, or to facilitate regeneration. Each of these factors bears on the decisions made as to the appropriate approach to take and whether to take the action, delay it, or speed it up.

The incumbent must consider and evaluate the effect of technical recommendations and plans on overall unit resources. The assignment presents conventional problems from an environmental and socioeconomic standpoint, and requires the application of varied, but established methods, procedures, and techniques.

Factor 5, Scope and Effect

The purpose of the work is to prepare and implement conventional plans for the effective management of the timber resource.

The incumbent's work affects resource operations on the unit, contractor operations, and the economic well-being of dependent communities and industries.

Factor 6, Personal Contacts

Personal contacts include coworkers and timber sale operators and usually occur in a relatively unstructured setting.

Factor 7, Purpose of Contacts

Contacts are to provide or receive information, to resolve problems such as trespess, to obtain compliance woth contract requirements, to resolve conflicts, to conduct training, and to supervise work activities.

Factor 8, Physical Demands

The work requires walking and climbing in steep, uneven terrain, usually covered with trees, brush and other vegetation, and/or rocks debris.

Factor 9, Work Environment

Much of the work is performed in a forest environment, where extremes of hot, cold, rainy, and snowy weather are common.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2031	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL	FIFTH LEVEL
THIRD LEVEL	SIXTH LEVEL
FOURTH LEVEL	SEVENTH LEVEL
	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and on claims on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2031

FORESTER, GS-460-9

Introduction

This position is located on a Forest Service unit where the incumbent is responsible for the completion of preparations required prior to offering timber for sale.

Major Duties

Reviews and analyzes the project sale folder information and conducts a prelimary field reconnaissance. Determines and arranges for the resources needed to complete the layout of sales.

Utilizing photos, maps and other records, identifies the land status and environmental constraints affecting layout of the proposed project on the ground.

Prepares a final logging plan that completes the total transportation system, verifies the logability and special design features, maps, appraisal, and timber sale contract information and describes the logging system proposed as well as future entry opportunities.

Posts final cutting unit boundaries. Marks or designates timber.

Determines and documents estimates necessary to complete the appraisal, timber sale contract, and unit information sheets. Identifies and initiates nonrecurring "C" provisions.

Determines the volumes and values needed, completes the cruise, and analyzes the results to determine statistical adequacy. Ground checks work to assure presale quality control.

Summarizes all records acceptable for final appraisal, sale contract preparation, and subsequent timber management activities. Provides data for, and prepares or directs preparation of, work and sale maps.

Reviews the engineering package to insure that construction and maintenance requirements are consistent with resource objectives and coordinated with other contract requirements.

Identifies conflicts with other resource management or protection needs and proposes needed adjustments. Prepares supplements to the environmental assessment report to reflect any modificaions for line officer approval.

Determines standard contract provisions and/or special provisions needed to achieve the planned objectives and assembles the contract. Prepares prospectus, advertisement, and bid forms.

May supervise one or more lower grade employees. Assigns work, provides training, checks work in progress, recommends promotions, evaluates performance, recommends awards or disciplinary action, approves leave, etc. The incumbent is responsible for actively supporting the Civil Rights Act of 1964, as amended. The incumbent cooperates in developing and carrying out affirmative action efforts in the unit.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry concepts and principles to independently make recurring decisions in timber sale layout and appraisal.

Knowledge of laws, regulations, and requirements for environmental assessment to insure that sales are consistent with legal and regulatory requirements, including the Environmental Assessment Report.

Knowledge of Agency resource management programs and policies and the nature of the resources on the unit to recognize conflicts generated by proposed sales, and to design mitigating measures within the constraints of the EAR.

Knowledge of various logging systems and their capabilities to meet the sale plan recommendations for type of harvest system to be used, determine placement of landings and temporary roads, and other critical layout points.

Thorough knowledge of current methods and techniques of timber cruising, marking, and grading to plan, supervise, and exercise quality control.

Thorough knowledge of timber appraisal techniques and procedures to estimate costs and values and of timber sale contracts, including applicable laws and regulations, to prepare and assemble contracts. Knowledge of maps and aerial photos to interpret photos and prepare maps from field data.

Skills in verbal and written communications to coordinate work and to write reports that accurately describe on-the-ground conditions.

Factor 2, Supervisory Controls

The supervisor assigns work, sets broad priorities, provides information on overall unit plans and objectives, and is available for consultation and advice where indicated procedures or methods differ significantly from tried and approved methods.

The incumbent plans, schedules and completes field reviews, appraisals and contracts.

Work is reviewed for technical adequacy, conformance with plans, coordination with other unit programs, and accomplishment of objectives.

Factor 3, Guidelines

Guidelines include the Forest Service Manual, timber sale preparation and timber appraisal handbooks, timber sale contract and contracting procedures, work and operating plans.

The incumbent selects from, interprets and applies accepted and approved practices, and recommends and obtains approval to use new or untried methods within the overall constraints of the EAR.

Factor 4, Complexity

The assignment is to apply timber sale plans and prescriptions to the ground, collect and compile data, appraise timber, and prepare contract package.

The incumbent must make professional determinations regarding feasibility of plans, refine or recommend modification of plans as appropriate through use of the NEPA process, determine need for site-specific cost estimates, and seek sources of additional cost data when needed.

The work is complicated by the variety of logging methods; terrain and soils which vary widely, and which require individual consideration; the frequent lack of established land lines; coordination and consideration of aesthetics, resource protection, wildlife needs, recreation use, etc.; need to facilitate regeneration; and the frequent need to partially modify or refine prescriptions, following review by certified silviculturist.

Factor 5, Scope and Effect

The purpose of this position is to apply prescriptions on the ground, where critical enviromental impacts must be foreseen and mitigated, and to make complex estimates of costs of a wide variety of contract items so as to arrive at a fair market value for the products.

The work affects the quantity and quality at the unit's timber which will in turn affect economic well-being of local communities and industries.

Factor 6, Personal Contacts

Contacts are primarily with other unit specialists, and specialists at higher organizational levels, as well as occasionally with loggers, landowners, or the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of coordinating or modifying recommended alternatives and management requirements given in the EAR, or other recommendations of changes to plans or obtaining information.

Factor 8, Physical Demands

The work requires walking and climbing in steep, uneven terrain, usually covered with trees, brush and other vegetation, and/or rock debris.

Factor 9, Work Environment

Works in a forest enviroment where there is considerable risk of falls due to uneven surfaces, risk of injury by bumping into obstructions, contact with poisonous plants or snakes, weather extremes, etc. Hardhats, boots, gloves, sturdy clothing are necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE
	11		X	N2033	E	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2033

FORESTER, GS-460-9

Introduction

This position supports the District Timber Management Assistant in formulating and executing plans for the development and management of the timber resources on the unit. The primary responsibility is sale administration.

Major Duties

Plans, organizes, inspects, and reviews work sequences for active timber sales on the basis of approved management plans, Environmental Assessment Reports, and sale contracts.

Inspects logging operations for compliance with specific contract provisions governing timber utilization such as location and construction of low volume roads and landings, sanitation and cleanup, residue disposal, soil erosion prevention measures, visual and cultural resource management, fish and wildlife habitat management, State and Federal fire prevention, advance timber sale deposits and payments, and log accountability.

Develops and maintains liaison with designated purchaser sale representatives to be completely aware at all times of the status and on-the-ground conditions of all active timber sale areas.

Prepares formal changes in status of timber sale contracts including extensions, modifications, performance of contract by third party, assignment of timber sale in trust, uncompleted timber sale contracts, cancellation of contract, and breach of contract, and submits to supervisor for approval.

Prepares reappraisals and rate determinations on sales when predetermined volumes have been cut; when sale expiration date is reached and sale is not completed, or at other times when such actions may be required.

Provides professional guidance and assistance to nonprofessional personnel engaged in sale administration activities.

Factor 1, Knowledge Required by the Position

Professional knowledge of scientific forestry principles, practice, and concepts and practical knowledge of conventional methods and techniques of forest management sufficient to carry out routine assignments associated with timber sale administration.

Knowledge of other forest resources and activities such as silviculture, timber harvesting including logging engineering, watershed, wildlife, fire management, recreation, engineering, and geology sufficient to inspect logging activities for compliance with timber sale contract provisions.

Knowledge of Forest Service policies and regulatory and statutory requirements concerned with timber sale contract preparation, administration, and termination.

Factor 2, Supervisory Controls

The supervisor identifies work assignments, priorities, critical deadlines, and the overall nature of the expected results.

The employee independently plans the steps and techniques necessary to complete assignments in accordance with established policies and procedures. Where unusual or unconventional situations are encountered, or where problems require modification of established Forest Service practices, the employee generally discusses approaches and alternatives with the supervisor before action is taken.

The supervisor reviews work for technical adequacy, accomplishment of objectives, and meeting deadlines.

Factor 3, Guidelines

Guidelines are usually applicable and include Agency policy, manuals, and handbooks, standard professional practices, published research results, annual work plans, and long-range timber management plans. The guides may not always address specific sets of circumstances found on the ground. The Forester must consider the impact of decisions on other resource values and adminstrative issues.

The employee uses professional judgment to select from a number of apparent alternatives to identify the alternative that best satisfies timber management considerations as well as those involving the other forest resources.

Factor 4, Complexity

The primary assignment is to administer timber sales on the District.

Decisions involve the identification and resolution of conflicts with other forest resources so that the harvest of planned timber sales is in accordance with the established objectives for each sale. The assignments involve evaluating conditions, values, and relationships of Forest resources in planning, conducting, and attaining the objectives of each timber sale.

Problems associated with the timber sales program have substantial precedents and are amenable to the application of standard techniques and practices.

Factor 5, Scope and Effect

The purpose of the position is to oversee the planning, adminstration, and execution of timber sale administration activities on the District.

The work directly impacts on other resource programs in the Forest area for which the incumbent has no direct responsibility (e.g., wildlife and watershed). Therefore, the efficiency of the multiple-use management of all resources on the District, and the economic or social well-being of the public which is dependent on use of Forest resources are directly affected by actions planned or taken by the employee.

Factor 6, Personal Contacts

Contacts unusally occur in a moderately unstructured setting and are with other professional foresters, specialists in other resource areas such as wildlife biologists, and with contractor personnel.

Factor 7, Purpose of Contacts

Contacts are to inspect logging operations, coordinate Forest-related activities, conduct training for lower graded personnel, modify contracts, and other related purposes.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven, or rocky terrain.

Factor 9, Work Environment

The work involves moderate risks or discomforts associated with working in a Forest area under all types of weather conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5008	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5008

FORESTER, GS-460-9

Introduction

Serves as an assistant to a District principal assistant, with assigned responsibility for the small sales and salvage timber sale program.

Major Duties

Develops and recommends a program, including annual and five-year plans, for small sales of timber products and for free use of forest products. These may include commercial thinning, timber settlement, timber trespass, cull logs, Christmas trees, fuelwood, posts and rails, shake and shingle bolts, greenery, shrubs and seeds, and salvage of timber damaged by disease, insects, or wind.

Analyzes conditions in areas affected by drought, insects, disease, wind damage, or fire. Makes recommendations for silvicultural prescriptions to treat or salvage timber through sales.

Plans and performs, or supervises, the field reconnaissance to collect data and appraises the products. Selects cutting areas for free use program.

Analyzes environmental impacts and prepares written environmental assessment reports.

Determines method of sale and special sale requirements such as erosion control measures, slash disposal, sale area bettermemt, resource protection measures, and road maintenance, and assembles contract package.

Negotiates sales or conducts auctions and awards contracts within delegated authority.

Administers, or supervises administration of, small sales contracts and free use. Inspects contractor operations to assure contract compliance. Develops and enforces methods to insure all products removed are accounted for. Insures that sales reports and documents are completed and sales are closed.

Coordinates small sales program with management of other District resources.

May supervise one or more lower grade employees. Assigns work, provides training, checks work in progress, recommends promotions, evaluates performance, recommends awards or disciplinary action, approves leave, etc. The incumbent is responsible for actively supporting the Civil Rights Act of 1964, as amended. The incumbent cooperates in developing and carrying out affirmative action efforts in the unit.

Performs other duties as assigned including fire suppression as qualified.

Factor 1, Knowledge Required by the Position

A professional knowledge of scientific forestry principles and concepts sufficient to apply conventional techniques to the solution of problems involving analysis of conditions for planning a small sales program, and to interpret the effects of harvesting on the total resource.

Knowledge of policies, standards and procedures applicable to the sale of timber and related products, and familiarity with indicators of insect and disease damage to develop and manage a small and salvage sales program.

Knowledge of specialized logging systems, methods and practices.

Knowledge of District and Agency resource management objectives to develop programs which will enhance the accomplishment of these goals.

Basic knowledge of engineering construction and maintenance practices to recognize and incorporate appropriate contract provisions.

Knowledge and basic skills in oral and written communications and math, and reporting and timber sale accounting procedures to analyze field data, appraise products, and prepare reports and records.

Knowledge of maps, data storage and retrieval, aerial photographs, contract provisions and requirements.

Factor 2, Supervisory Controls

The supervisor assigns broad projects and priorities, provides information on overall district programs and objectives, provides guidance in project planning, and is available for consultation and advice where indicated procedures or methods differ significantly from tried and approved methods.

The incumbent completes project plans and schedules work on own initiative. The supervisor observes the work for progress toward objectives and for coordination with other District projects and programs.

Review is made for technincal adequacy, comformance with plans, and accomplishment of objectives.

Factor 3, Guidelines

Guidelines include the Forest Service manual and handbooks, other written guides, contracting procedures, and open contracts. These usually provide principles, methods and procedures, and contractual obligations.

The incumbent must select from, interpret, and apply accepted and approved practices, usually without review. Because of the variety of sales and the complex goals of the program, the incumbent must frequently adapt guides to meet silvicultural goals as well as the community's economic needs.

Factor 4, Complexity

The work involves advance planning and programming of small sales, sale preparation, the selling process, and contract administration.

The forester must consider such factors as how sales will assist in reaching related management objectives, the market for the products, the availability of potential buyers, transportation routes, environmental impacts, etc. The purpose of the cut (such as to remove damaged or diseased trees) and the silvicultural effects of harvest must also be considered.

Projects must be programmed and adjusted to take availability of resources, seasons, and critical needs such as salvage of damaged timber, into consideration.

Factor 5, Scope and Effect

The purpose of the work is to plan and accomplish a small sales program.

The work will enhance total resource management and silvicultural objectives, and will also provide local economic benefits through providing small business and employment opportunities.

Factor 6, Personal Contacts

Contacts are with other District and Forest staff specialists, adjacent landowners, and timber contractors.

Factor 7, Purpose of Contacts

Internal contacts are for the purpose of coordinating interrelated resource management objectives and plans. External contacts are to explain contract requirements, resolve problems, and obtain compliance.

Factor 8, Physical Demands

Assessment of field conditions, data collection, and contract enforcement require walking and climbing in steep, uneven terrain, usually covered with trees or brush and other vegetation or debris.

Factor 9, Work Environment

Much of the work is in a forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of injury by bumping into obstructions, risk of insect bites, contact with poisonous plants, etc. Hardhats, boots, gloves, and sturdy clothes are necessary.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2042	4a. FLSA STATUS E (0 - EXEMPT; 1 - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a secondary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2042

FORESTER, GS-460-9

Introduction

This position as an assistant to the unit fire management officer. Performs assignments in fire prevention, suppression and fuels management on the District. This is a secondary firefighter position under the provisions of 5 USC 8336(c). It provides coverage under those provisions to incumbents transferring directly from a primary firefighting position or who have previously transferred directly from a primary to a secondary position.

Major Duties

Inventories and evaluates on-the-ground conditions to determine quantity and types of fuels; predicts rate of change of fuels including potential for residual fuels after land management treatment; recommends whether fuels must be treated; balances optimum fire treatment of fuels with are quality and smoke management requirements to arrive at appropriate trade-offs; experiments with alternative methods for management of fuels including total costs of each alternative and trade-offs involved; implements chosen method and monitors results.

Recommends type of equipment needed for fuels treatment by methods other than burning; e.g., chipping or crushing; determines best source of equipment and prepares specifications for service contracts.

Evaluates data concerning history of fires in the forest area, causes, frequency, previous control problems, damages incurred, and benefits gained.

Under direction of supervisor, assesses fuels, suppression capability and resistance to control, ignition probability, predicted rate of spread and flame height, predictability of weather; develops plans, including various fire suppression strategies for different conditions and sites; recommends work force, equipment, logistics, and communication needs.

Studies the interrelationships of various facets of the fire management activity with the various functional resource plans and overall land management plans. Recommends changes as appropriate.

Implements specific assignments in fire suppression, presuppression, prevention and training. Assists in planning, assigning and reviewing of work of lower level employees, providing guidance and instruction.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts involved in the management of fuels and fire in a forest area sufficient to carry out routine fire management projects.

Knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, and firefighting techniques sufficient to assist in developing plans and programs for fuels management and fire prevention/suppression.

Knowledge of effect and use of prescribed fire and wildfire on timber, vegetation, soil, water, air, and wildlife sufficient to assist in developing plans and programs to achieve various land management objectives.

Familiarity with related fields such as recreation, wildlife management, hydrology, and soils to ensure planning efforts are integrated with other resource programs.

Knowledge of Agency land management policies and procedures to assist in preparing and reviewing fire, fuels, and other resource program plans.

Previous firefighting experience is required.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of project assignments, objectives and necessary deadlines.

The forester is independently responsible for planning and carrying out assignments, coordinating with others, and determining the criteria and approach to take, using proven forestry techniques.

Situations where unusual environmental, policy, or methodology problems exist are discussed with the supervisor before actions implemented. Completed work is reviewed for attainment of objectives and technical adequacy.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks, pertinent laws, Regional guides, approved land management plans and action plans, and professional publications.

Guidelines often require adaptation to on-the-ground situations. The forester uses professional judgment to select from a number of alternatives which appear appropriate to the existing situation.

Factor 4, Complexity

Assignments involve duties associated with fire management activities including the development, execution, and oversight of plans relating to fuels management, fire prevention and suppression, and the integration of fire management plans and programs with the various functional resource plans.

The forester must consider many variables in preparing plans for fire management activities including soil type, slope, aspect, weather conditions, timber type, aesthetics, and proximity to fish-bearing streams. These variables complicate the planning process due to characteristics such as a large timber harvest program, creating heavy fuel loading; steep slopes which cause problems such as inability to machine-pile slash; significant amounts of unstable soils which create conditions conducive to heavy siltation of the fishing streams; and problems in the management of smoke in the airshed.

The assignment is characterized by few unique or unprecedented problems and the use and application of standard practices is generally acceptable.

Factor 5, Scope and Effect

The purpose of the position is to prepare and implement plans for various conventional fire management activities.

Fire management plans and projects have a impact timber regeneration potential, soil stability and nutrient content, water temperature, plant succession and animal forage; the program will also minimize damage to all resources from uncontrolled fires.

Factor 6, Personal Contacts

Contacts are with other unit employees, professional staff at higher organizational levels, private landowners or timberland owners of adjacent lands, timber purchasers, contractors and permittees.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging technical and operational information, coordinating responses and actions, ensuring that contractual agreements relating to slash treatments are followed, and explaining, monitoring, and promoting Agency programs.

Factor 8, Physical Demands

Assessment of field conditions and review of program implementation requires considerable walking and climbing over steep terrain which is often covered with considerable debris.

Factor 9, Work Environment

The employee is subject to moderate degrees of risk from falls, falling limbs, and moving machinery or equipment.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2034	4a FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
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6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

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Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2034

FORESTER, GS-460-9

Introduction

This position is located on a Ranger District, and has responsibility for recommending and executing short range plans for the District's recreation program.

Major Duties

Conducts examinations of recreation areas and activities on the District and evaluates the conditions found. Makes or recommends basic land management decisions based on these evaluations.

Drafts conventional action plans for carrying out management decisions. Develops plans for recreation sites, such as camp and picnic , winter sports, organization camps, boating and swimming, etc., by conducting surveys, analyzing data, and proposing and mapping locations for improvements on tracts designated to be developed for recreation purposes; checking details of proposed site plans against broader recreation area plans to ensure utilization of the site; inventorying improvements on developed sites; and preparing schedules for maintenance on recreation developments.

Inspects recreation uses for compliance with terms of the use permit. Processes applications and waivers. Confers with permittees or operators and attempts to gain compliance.

Recommends and executes annual work plans for the recreation resource in accordance with approved environmental analysis reports.

Participates in the preparation and execution of financial and program work plans by estimating, combining, and coordinating project plans into an annual schedule of work for the unit.

Prepares environmental analysis reports based on field examinations.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry principles, concepts, and practices sufficient to plan and administer a recreation program that not only supports and meets the basic program requirements, but provides a range of program activities which properly utilize and are in harmony with the environment.

Knowledge of current recreation techniques and procedures sufficient to adapt them to local conditions.

Limited knowledge of related disciplines such as hydrology, soils, wildlife, or engineering sufficient to recognize how they relate to recreational use and development.

Factor 2, Supervisory Controls

The supervisor outlines program objectives and the resources available. The forester and supervisor consult on coordination of work plans into the unit's annual work plans.

The forester acts independently on matters within the scope of the position and makes decisions within established policies, plans, and objectives. Keeps supervisor informed of all activities. Refers only the most unusual problems to the work supervisor for assistance.

Work is spot-checked for technical compliance. Accomplishments are reviewed for adequacy during reviews and on-the-ground inspections.

Factor 3, Guidelines

Guidelines are usually applicable and include policy and procedure manuals and handbooks, standard professional practices, annual work plans, long range recreation management plans, and oral instructions from the supervisor. However, the guides may not address specific sets of circumstances found on the ground.

The forester uses professional judgment to select from a number of apparent alternatives to identify the alternative or compromise that best satisfies recreation management considerations as well as the total environmental considerations.

Factor 4, Complexity

The assignments involve various duties in one or more of the major recreation activities on the unit including prescribing the management practices that should be applied. This includes duties such as resource inventory, analysis of existing conditions, and development of annual work plans, as well as the execution and oversight of such plans. Recommends plans and priorities for the management of recreation resources considering the required protection and enhancement of other resources.

The areas of responsibility have characteristics which present few unique problems. Concerns for the environmental features and socioeconomic characteristics are typically satisfied by application of standard practices.

Factor 5, Scope and Effect

The purpose of the work is to prepare and implement standard plans contributing to the effective and efficient management of Forest lands.

The forester's work affects all resource values but particularly the recreation resource and the attainment of recreation management objectives, which will in turn affect the socioeconomic well-being of local communities and industries.

Factor 6, Personal Contacts

Personal contacts are with other professional foresters, specialists in other resource areas, the general public, special interest groups, permittees; and contractor personnel.

Factor 7, Purpose of Contacts

The contacts are to inspect work, conduct training, coordinate recreation use requirements, monitor user activities, obtain compliance with contracts and permits, and ensure protection of the Forest area.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven, or rocky terrain.

Factor 9, Work Environment

The work involves moderate risks or discomforts associated with working in a forest area under all types of weather conditions.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2036	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2036

FORESTER, GS-460-9

Introduction

This position is located on a Ranger District, and has responsibility for the development of annual work plans and the execution and administration of short range plans relating to recreation, lands, and minerals activities.

Major Duties

Conducts surveys and studies of existing dispersed and developed recreation facilities and their present use and demand.

Recommends potential sites for additional recreational use and planned development with suggested priorities for development. Prepares or assists in the preparation of environmental analysis reports including impact of proposed recreational sites on other resources such as soil, water, timber, range, and wildlife.

Compiles material and supply estimates, or oversees compilation of estimates, for recreation facilities construction and maintenance. Prepares contract specifications for recreation construction, cleanup, or maintenance projects. Inspects recreation construction projects for adherence to site plans and design. Prepares budgetary plans and controls for the recreation function.

Inspects recreation uses, mineral operations and other land uses for compliance with terms of use permit. Processes summer home applications and waivers. Confers with permittees or operators and attempts to gain compliance.

Negotiates with private landowners and/or mining claimants to secure rights-of-way deeds or easements for construction of roads and trails.

Conducts preliminary examinations and appraisals of specified areas of privately owned lands offered for exchange, purchase, or donation. Collects and analyzes data concerning suitability and estimated values for such uses as consolidation of Forest land, recreation, or other resource uses.

Administers the District RIM program, submitting periodic reports and updating the system. Participates in preparation of wilderness plans.

Processes special use applications including on-the-ground investigation of site suitability, preparation of associated environmental assessment reports, and special use permits in final form for supervisor's review.

Enforces Agency regulations and Federal laws including issuance of violation warnings and notices, court appearances, and written case reports.

Prepares mineral materials permits and annual mineral appraisals for the unit.

Participates in training sessions on recreation, minerals, and lands activities.

Prepares environmental assessment and impact statements as assigned.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry principles and concepts and a practical knowledge of conventional methods and techniques sufficient to undertake routine forestry resource management projects involving recreational resource use and development, minerals, and other special land uses, and to integrate recreation, lands, and minerals resources into land use plans.

Knowledge sufficient to interpret the effect and impact of any change in the level or type of use of assigned resources on other resources such as timber, wildlife, soils, and water.

Limited knowledge of hydrology and soils as they relate to recreation, minerals, and other special land uses.

Knowledge of Forest Service policies, procedures, and statutory requirements for multiple-use and sustained yield resource management.

Knowledge of land use and appraisal techniques as they relate to exchange, purchase, or donation of private lands.

Professional and technical knowledge of dispersed and developed recreation management to evaluate facility condition and maintenance needs, prepare maintenance plans and schedules, coordinate maintenance and construction activities, and participate in recreation development planning.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall results expected.

The forester independently plans the steps and techniques necessary to complete the assignments in accordance with established forestry practices and techniques. Where unusual or unconventional environmental conditions are encountered or where the problems require modification of established local practices, such as a significant increase in undeveloped area recreation use affecting the timber and water resources, the forester discusses the planned action in advance with the supervisor.

The supervisor reviews the work for technical adequacy and soundness, and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines include agency handbooks, manuals, land use plans, and annual program of work. The guides are not specific to on-the-ground conditions that exist at any point in time or to the handling of particular problems.

Incumbent must select from alternative methods or approaches which appear appropriate to the existing situation and make or recommend compromises required by technical considerations.

Factor 4, Complexity

The assignments involve resource inventory, analysis of resource conditions, and development and administration of management plans for the recreation, minerals, and land use programs. Incumbent must collect, evaluate, and apply resource data using current policy and guidelines to make accurate decisions.

Projects vary greatly and incumbent must retain flexibility, always looking for ways to improve management opportunities, and be willing to depart from the traditional methods to improve quality.

The problems associated with the assigned resource programs have substantial precedents and are generally amenable to the application of standard techniques and practices.

Factor 5, Scope and Effect

The purpose of the work is to provide permitted land use through issuance of permits and to provide recreation use through management and development of sites and facilities.

The work directly impacts other resource programs in the Forest area for which incumbent has no direct responsibility (e.g., timber and watershed) as well as the economic or social well-being of the public which is dependent on the use of the Forest resources.

Factor 6, Personal Contacts

Contacts occur in relatively unstructured settings and include coworkers, permittees, applicants, company representatives, and, less frequently, State and local officials. Contacts frequently include recreation users and the general public.

Factor 7, Purpose of Contacts

Contacts are to inspect work, conduct training, coordinate minerals and recreation use with other resource uses, explain conservation or use requirements, monitor user activities, obtain compliance with permits and contracts, ensure protection of the Forest areas, and to receive input on assigned projects.

Factor 8, Physical Demands

The work requires a some physical exertion in the field including walking on steep, rocky terrain.

Factor 9, Work Environment

Climate factors include adverse weather conditions. Other work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11		X	N2035	E (E - EXEMPT N - NON-EXEMPT)	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and on claims of exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2035

FORESTER, GS-460-9

Introduction

This position is located on a Forest Service unit, and has responsibility for the development of annual work plans and execution and administration of short range plans for recreation and wilderness program activities.

Major Duties

Conducts surveys and studies of existing dispersed and wilderness recreation areas and their present use and demands.

Recommends potential sites or areas for additional recreational use and planned development, including trails and parking areas, with recommended priorities. Prepares or assists in the preparation of environmental assessment reports including the impact of recreation activities on other resources, such as soil, water, timber, range, and wildlife.

Plans and oversees construction of recreation trails, parking areas, trailhead facilities, and new access roads in consultation with engineering personnel.

Compiles material and supply estimates for recreation facilities, maintenance, and operation. Develops and hires work force necessary to accomplish objectives. Prepares contract specifications for trails and trailhead facilities. Prepares budget plans and controls for the recreation projects.

Assists in processing special use permits. Inspects summer homes or concessions for compliance with terms of the permit, processes summer home applications and waivers, and administers outfitter and guide permits.

Assists other resource management activities in analyzing impacts of those resources on recreation. Recommends those lands important to the recreation resource that should be acquired.

Factor 1, Knowledge Required by the Position

Professional knowledge of forestry principles and concepts and a practical knowledge of conventional methods and techniques sufficient to undertake routine forestry management projects involving recreation and wilderness resource use and development.

Knowledge sufficient to interpret the effect and impact of any change in the level or type of use of recreation resources on other forest resources such as timber, wildlife, soils, water, and range.

Limited knowledge of hydrology and soils as they relate to recreation resource use and development.

Knowledge of agency policies, procedures, and statutory requirements concerned with the multiple-use and sustained-yield of forest resources.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall nature of the expected results.

The forester independently plans the steps and techniques necessary to complete the assignment in accordance with established forestry practices. Where unusual or unconventional environmental conditions are encountered, or where problems require modification of established local practices, the forester discusses the planned action in advance with the supervisor.

The supervisor reviews the work for technical adequacy, soundness, and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines available include approved short range resource action plans which provide guides and constraints on such matters as actions to be taken and timing of the action. However, guides are not specific as to on-the-ground conditions that exist at a given time, the handling of particular problems on a specific area, or the effect of a proposed action on other resources.

The forester must select from alternative methods or approaches which appear appropriate to the existing situation and make or recommend compromises required by technical considerations.

Factor 4, Complexity

Assignments involve various duties concerned with resource inventory, analysis of existing conditions, and development of annual work plans, as well as the execution and oversight of such plans in the primary areas of recreation and wilderness.

The problems encountered are caused chiefly by overuse, distribution of the recreation resource, and conflict with other resources. For example, in administration of the wilderness, a reduction of impacts may be required due to overuse by visitors, which requires balancing wilderness use to maintain wilderness character.

The problems associated with recreation resource programs have substantial precedents and are amenable to the application of standard techniques and practices.

Factor 5, Scope and Effect

The purpose of the position is to oversee the planning, administration, and execution of the recreation and wilderness use program of the unit.

The work directly impacts other resource programs in the unit for which the incumbent has no direct responsibility (e.g., timber and watershed). Therefore, the efficiency of the multiple-use management of all resources on the unit and the economic and social well-being of the public which is dependent on the use of the Forest resources are directly affected by the actions planned or taken.

Factor 6, Personal Contacts

Contacts usually occur in a moderately unstructured setting and are with other professional foresters; specialists in other resource areas, such as wildlife biologists; permittees, such as packers; and special interest groups such as preservation groups.

Factor 7, Purpose of Contacts

The purpose of contacts is to inspect work, conduct training, coordinate recreation use with other resource uses, explain conservation or use requirements, monitor user activities, obtain compliance with permits and contracts, and ensure protection of the Forest area.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven, or rocky terrain.

Factor 9, Work Environment

The work involves moderate risks or discomforts associated with working in a Forest under all types of weather conditions. Much of the work is performed in remote areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2047	4a. FLSA STATUS E (0 - EXEMPT; 1 - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2047

FORESTER, GS-460-11

Introduction

This position is located in a Forest Service unit where the incumbent has primary responsibility for the planning, implementation, and administration of the timber management program.

Major Duties

Establishes timber sale program and production goals, setting priorities and laying out work schedules. Develops annual program of work, prepares project work plans, and develops long-and short-term budget needs. Documents work progress and accountability of the timber program activity.

Reviews and appraises the forest area timber resource to determine the area's capacity to meet allowable cut/public demand and future needs, as well as the protection and regeneration of the resource.

Oversees the timber sale preparation program including determination of best access routes and cutting units, and ensures that logging methods are consistent with transportation and silvicultural plans.

Determines staffing and equipment needs needed for the sales layout program; oversees cruising and marking of timber; determines sales volume; oversees preparation of timber sale reports and appraisals, and prepares timber sale contracts. Provides for protection of water retention capacity of the soil and reestablishment of the forest growth to prevent or minimize soil erosion damage; adjusts cutting plans to include control measures necessary to prevent the spread of insects or disease and to salvage infested or infected timber.

Reviews and/or writes EA/EIS reports for considering all alternatives in the timber sale design. Reviews silvicultural prescriptions to ensure that plans, treatments, and harvesting techniques are compatible with long-range timber management plan. Coordinates with other principal resource assistant to ensure integration of the timber management plan with other resources and activities.

Prepares and assembles appraisal packet with assistance from various specialists. Is accountable for the final accuracy of the appraisal packet. Coordinates and directs preparation of the timber sale contract and related documents, ensuring all coordinating requirements identified in the EAR are included in the contracts.

Reviews logging plans with operator to ensure understanding of contract requirements. Inspects logging operations to ensure fulfillment of silvicultural objectives, protection of watershed, esthetic, and wildlife values, and that contract stipulations are observed.

Investigates reports of improper logging activities such as improper cutting practices, cutting of unauthorized timber, damage to residual stands or reserve trees, and disputed interpretations of contract intent. Negotiates or directs changes in operations as required.

Coordinates with other principal assistants and with specialists in other disciplines to ensure coordination and integration of the timber management plan with other resources and with approved land management plans. Prepares or assists in preparation of, as appropriate, draft environmental impact statements or environmental analysis reports.

Analyzes timber management operating plans; determines financial needs of the resource program and prepares recommendations for budgetary requirements of equipment, material, and personnel; documents work progress and accountability of the timber resource program activity.

Assists in overall administration of the unit including safety, information and education, and overall work planning and management.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management practices and concepts and forest economics and valuation sufficient to develop and execute timber management plans and programs.

Knowledge of harvest systems, reforestation methods, and transportation system design sufficient to devise solutions to complex problems covering an array of varied environmental conditions.

Familiarity with related fields such as wildlife, hydrology, landscape architecture, and soil science sufficient to incorporate considerations from these disciplines into the timber management planning process.

Knowledge of projects scheduling techniques to develop timing and sequence of work operations to ensure that sale dates are met and post sale activities are completed in a logical sequence.

Knowledge of Forest Service budgeting policy, procedures, and techniques to financially manage assigned activities and to assist the District Ranger in budget allocations and projections.

Knowledge of Forest Service contracts and contracting procedures to effectively design and administer complex contracts.

Factor 2, Supervisory Controls

The supervisor outlines overall program objectives and resources available. The incumbent and supervisor consult on priorities and deadlines for projects and work to defer due to resource limitations.

The incumbent independently plans work projects, develops necessary plans, coordinates and oversees their implementation, and resolves conflicts with other resources and with contractor personnel.

Work is reviewed for conformance with timber management objectives and effectiveness in meeting overall land management objectives.

Factor 3, Guidelines

Guidelines include Agency policy, manuals and handbooks, Regional level supplemental guides, approved land management and long-range functional resource plans, and professional journals and publications.

The incumbent uses judgment and ingenuity to developand implement plans and programs, as guides are not adequate or specific to the range of variable conditions encountered. The incumbent independently adapts or extends guidelines, or chooses from among alternative procedures to achieve optimum multiple-use and protection of the ecosystem.

Factor 4, Complexity

Projects involve developing timber sale design from EAR's, laying out the design on the ground, preparing timber sale appraisal, preparing the timber sale contract, and timber sale contract administration.

The incumbent considers variables including fuels backlogs, anticipated fuel loads, slope, timber type, aspect, elevation, existing road system, soil stability, costs of road construction, and socioeconomic effects to design and carry out projects and meet requirements in the EAR. The interaction of these variables results in each project area being unique and requiring considerable modification and adaptation of standard methods to fit local conditions. Project implementation requires sensitivity to industry and conservation group concerns, and the incumbent works to informally resolve conflicts with these groups.

The forest area has a heavy timber management program with complex cut and harvesting problems due to such factors as steep terrain with unstable soils; varying elevations; sensitive visual and travel zones with high esthetic and recreational values; and the fact that the much of the economic support of the community (employment and related industry and commerce) depends on continued availability of timber from Federal lands. The timber activity is a source of controversy among various interest groups because of the conflicts inherent in the economic dependency on the one hand and special interests on the other.

Factor 5, Scope and Effect

The purpose of the position is to ensure effective development, protection, and utilization of the timber resource.

The work affects the supply of timber, the effective utilization of the resource in meeting sustained yield and allowable harvest goals, and the socioeconomic well-being of dependent communities and industry.

Factor 6, Personal Contacts

Contacts are with foresters and other specialists in the unit and at higher organizational levels; community leaders; representatives of professional and industrial wood product and forestry organizations, contractor and logging personnel; and the general public.

Factor 7, Purpose of Contacts

Contacts are to negotiate agreements and contracts; investigate and resolve complaints, misunderstandings, and operational problems; interpret contract clauses; reconcile conflicting viewpoints, and promote multiple-use aspects of forest resources.

Factor 8, Physical Demands

Physical activity is required while making on-the-ground examinations of ongoing operations, including walking or climbing over rough terrain.

Factor 9, Work Environment

Work requires exposure to some risks involved in loggin operations, sometimes in adverse weather conditions. Safety precautions are required, including wearing protective equipment in the forest area.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2048	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Supervisory Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SUPVRY FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2048

SUPERVISORY FORESTER, GS-460-11

Introduction

This position is located in a Forest Service unit where the incumbent has primary responsibility for the planning, implementation, and administration of the timber management program.

Major Duties

Establishes timber sale program and production goals, setting priorities and laying out work schedules. Develops annual program of work, prepares project work plans, and develops long-and short-term budget needs. Documents work progress and accountability of the timber program activity.

Reviews and appraises the forest area timber resource to determine the area's capacity to meet allowable cut/public demand and future needs, as well as the protection and regeneration of the resource.

Oversees the timber sale preparation program including determination of best access routes and cutting units, and ensures that logging methods are consistent with transportation and silvicultural plans.

Determines staffing and equipment needs needed for the sales layout program; oversees cruising and marking of timber; determines sales volume; oversees preparation of timber sale reports and appraisals, and prepares timber sale contracts. Provides for protection of water retention capacity of the soil and reestablishment of the forest growth to prevent or minimize soil erosion damage; adjusts cutting plans to include control measures necessary to prevent the spread of insects or disease and to salvage infested or infected timber.

Reviews and/or writes EA/EIS reports for considering all alternatives in the timber sale design. Reviews silvicultural prescriptions to ensure that plans, treatments, and harvesting techniques are compatible with long-range timber management plan. Coordinates with other principal resource assistant to ensure integration of the timber management plan with other resources and activities.

Prepares and assembles appraisal packet with assistance from various specialists. Is accountable for the final accuracy of the appraisal packet. Coordinates and directs preparation of the timber sale contract and related documents, ensuring all coordinating requirements identified in the EAR are included in the contracts.

Reviews logging plans with operator to ensure understanding of contract requirements. Inspects logging operations to ensure fulfillment of silvicultural objectives, protection of watershed, esthetic, and wildlife values, and that contract stipulations are observed.

Investigates reports of improper logging activities such as improper cutting practices, cutting of unauthorized timber, damage to residual stands or reserve trees, and disputed interpretations of contract intent. Negotiates or directs changes in operations as required.

Coordinates with other principal assistants and with specialists in other disciplines to ensure coordination and integration of the timber management plan with other resources and with approved land management plans. Prepares or assists in preparation of, as appropriate, draft environmental impact statements or environmental analysis reports.

Analyzes timber management operating plans; determines financial needs of the resource program and prepares recommendations for budgetary requirements of equipment, material, and personnel; documents work progress and accountability of the timber resource program activity.

Assists in overall administration of the unit including safety, information and education, and overall work planning and management.

Exercises the full range of supervisory duties for three or more subordinates at various grade levels by assigning, directing and reviewing their work. The incumbent plans, schedules, and coordinates work, and solves technical operating problems. Carries out established personnel functions and practices, and keeps employees informed about important aspects of personnel management programs. Informs supervisor of anticipated work force needs; informally recommends employee status changes; approves leave; sets performance standards, and evaluates performance; provides for employee development, resolves minor grievances, and informs employees of management policies and goals.

Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts and those actions described in the Service-wide Affirmative Action Plan that have a bearing on the unit.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management practices and concepts and forest economics and valuation sufficient to develop and execute timber management plans and programs.

Knowledge of harvest systems, reforestation methods, and transportation system design sufficient to devise solutions to complex problems covering an array of varied environmental conditions.

Familiarity with related fields such as wildlife, hydrology, landscape architecture, and soil science sufficient to incorporate considerations from these disciplines into the timber management planning process.

Knowledge of projects scheduling techniques to develop timing and sequence of work operations to ensure that sale dates are met and post sale activities are completed in a logical sequence.

Knowledge of Forest Service budgeting policy, procedures, and techniques to financially manage assigned activities and to assist the District Ranger in budget allocations and projections.

Knowledge of Forest Service contracts and contracting procedures to effectively design and administer complex contracts.

Ability to supervise employees in carrying out forestry work.

Factor 2, Supervisory Controls

The supervisor outlines overall program objectives and resources available. The incumbent and supervisor consult on priorities and deadlines for projects and work to defer due to resource limitations.

The incumbent independently plans work projects, develops necessary plans, coordinates and oversees their implementation, and resolves conflicts with other resources and with contractor personnel.

Work is reviewed for conformance with timber management objectives and effectiveness in meeting overall land management objectives.

Factor 3, Guidelines

Guidelines include Agency policy, manuals and handbooks, Regional level supplemental guides, approved land management and long-range functional resource plans, and professional journals and publications.

The incumbent uses judgment and ingenuity to developand implement plans and programs, as guides are not adequate or specific to the range of variable conditions encountered. The incumbent independently adapts or extends guidelines, or chooses from among alternative procedures to achieve optimum multiple-use and protection of the ecosystem.

Factor 4, Complexity

Projects involve developing timber sale design from EAR's, laying out the design on the ground, preparing timber sale appraisal, preparing the timber sale contract, and timber sale contract administration.

The incumbent considers variables including fuels backlogs, anticipated fuel loads, slope, timber type, aspect, elevation, existing road system, soil stability, costs of road construction, and socioeconomic effects to design and carry out projects and meet requirements in the EAR. Each project area is unique and requires modification and adaptation of standard methods to fit local conditions. Project implementation requires sensitivity to various interestgroup concerns, and the incumbent works to resolve conflicts with these groups.

The forest area has a heavy timber management program with complex cut and harvesting problems due to such factors as steep terrain with unstable soils; varying elevations; sensitive visual and travel zones with high esthetic and recreational values; and the fact that the much of the economic support of the community (employment and related industry and commerce) depends on continued availability of timber from Federal lands. The timber activity is a source of controversy among various interest groups because of the conflicts inherent in the economic dependency on the one hand and special interests on the other.

Factor 5, Scope and Effect

The purpose of the position is to ensure effective development, protection, and utilization of the timber resource.

The work affects the supply of timber, the effective utilization of the resource in meeting sustained yield and allowable harvest goals, and the socioeconomic well-being of dependent communities and industry.

Factor 6, Personal Contacts

Contacts are with employees in the unit and at higher organizational levels; community leaders; wood product and forestry organizations; contractor and logging personnel; and the general public.

Factor 7, Purpose of Contacts

Contacts are to negotiate agreements and contracts; investigate and resolve complaints and operating problems; interpret contract clauses; reconcile conflicting views, and promote multiple-use management.

Factor 8, Physical Demands

Physical activity is required while making on-the-ground examinations of ongoing operations, including walking or climbing over rough terrain.

Factor 9, Work Environment

Work requires exposure to risks involved in logging operations, and adverse weather conditions. Safety precautions and gear are required

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N2045	E	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. Classification Certification: I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a Employee (optional)						
b Supervisor						
c Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2045

FORESTER, GS-460-11

Introduction

This position is located in a Forest Service unit where the incumbent serves as a silviculturist with primary responsibility for the development, planning, and application of silvicultural methods and practices.

Major Duties

Makes on-the-ground examinations and analyses of forest areas to determine which areas require short- or long-range cultural treatment in terms of the total ecosystem.

Provides advice, technical support, and evaluation of proposed and ongoing timber sale programs to prevent loss of timber productivity and damage to the environment.

Reviews and approves project plans for special administrative studies of silvicultural methods and techniques in planting, seeding, site preparation, timber stand improvement, and tree and shrub improvement projects.

Plans, coordinates, and administers the technical phases of forest area control of animals, insects, or diseases affecting reforestation and regeneration programs.

Serves as a full member of the unit management team and shares in setting unit goals and objectives and developing overall unit plans.

Plans, coordinates, and evaluates the timber stand improvement program; prescribes cutting practices based on an examination of stand conditions and esthetic or other resource requirements.

Inspects all phases of reforestation and stand improvement projects; appraises the degree of conformance with policies, procedures, and silvicultural plans; and recommends corrective action as required.

Participates in preparation and review of environmental analysis reports and environmental impact statements.

Coordinates silvicultural needs with other resource specialists.

Maintains liaison with employees of federal and State governments, local officials, and private organizations or landowners who are affected by, or have a shared interest in, the Forest land management practices and problems in the forest area; provides technical assistance on mutual reforestation problems.

Plans, coordinates, and conducts training on silvicultural principles and practices, including planting and seeding procedures; ground and seedbed preparation techniques; timber stand improvement techniques, and the influence of various factors on the kind and timing of silvicultural treatment necessary and appropriate to achieve multiple-use land management objectives.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to perform a full range of duties in the development and implementation of silvicultural land management treatments.

Knowledge of silvics, dendrology, reforestation methods, timber stand improvement principles and techniques, and harvest systems; familiarity with related fields such as wildlife, landscape architecture, plant genetics, hydrology, and soil science sufficient to develop silvicultural prescriptions which provide solutions to complex problems covering an array of environmental objectives.

Knowledge of the interrelationship of physical factors (including climate characteristics such as temperature, precipitation, and movement and composition of the air, and soil conditions such as texture, structure and depth, moisture capacity and drainage, and nutrient content) and biological planting and seeding programs, including the inventory of plantable areas.

Knowledge of Agency policies and procedures sufficient to ensure that silvicultural plans and programs are consistent with such policies and procedures.

Knowledge of budgeting policy and procedures to financially manage assigned activities and to assist in budget allocations and projections.

Factor 2, Supervisory Controls

The supervisor sets the overall objectives and program emphasis and works with the employee in developing project priorities.

Incumbent is responsible for independently planning the work, analyzing the environmental conditions and other considerations involved, determining the appropriate treatment, preparing the silvicultural prescription and/or environmental assessment report, coordinating and implementing the approved silvicultural plan with operating staff, and ensuring that the prescribed approach is followed. Keeps the supervisor informed on treatments to especially sensitive or controversial areas.

Completed work is reviewed for effectiveness in meeting work objectives and for compatibility with unit objectives and Agency policies. Technical recommendations are usually accepted without review.

Factor 3, Guidelines

Guidelines include Agency policy, manuals and handbooks, Regional guides, approved land management and long-range functional resource plans, and professional publications.

Guidelines generally outline the major factors that are critical for regeneration, establishment, and growth of each species. There are limitations on the extent to which a particular treatment or system or variation of them can be used in a particular Forest type or stand, as well as gaps in available silvicultural knowledge. There may be uncertainty about a particular approach, and the incumbent cannot be sure that the "right" decision was made until the forest is ready for harvest in the future. Incumbent must use judgment on deciding how or how much to modify the environment to achieve desired land management objectives. Incumbent analyzes research studies, precedent, and similar material, and modifies or adapts approaches as required.

Factor 4, Complexity

The assignments involve developing silvicultural prescriptions, and overseeing the implementation of such prescriptions, for a number of differing management units (of timber stands) in a Forest area with an intensive timber management program. Such prescriptions require consideration of the reproductive behavior and the diverse nutrient, moisture, and climatic requirements of tree species; the reproductive behavior and requirements of competing vegetation; the varying stand conditions among forest types due to soil and climatic factors and the effects of disease, fire, or human actions; and esthetic, recreational, water, and wildlife objectives which often dictate or modify the choice of silvicultural systems or practices.

Many complicating features are present that must be considered, including characteristics such as: some of the timber stands contain large and valuable trees but are in parts of the forest area where terrain is steep, roads are costly to build and maintain, and risk of erosion or mass movement of soil is serious. These conditions also make costs of regeneration high and probability of reforestation low and require a carefully considered cost-benefit analysis. Significant portions of the forest area need extensive rehabilitation due to overuse, damage from insect infestation, and, in part, lack of sufficient economic resources for an aggressive timber stand improvement program.

The incumbent must assess the effect and interrelationship of various economic and environmental variables and select, adapt, or modify conventional practices as required. The work requires considerable coordination with other staff and with specialists in other disciplines.

Factor 5, Scope and Effect

The purpose is to design plans and silvicultural systems which optimize environmental conditions favoring development of particular species best suited to the site, in accordance with resource program emphasis in approved land management plans.

The work has a significant impact on a long-term management of the District and recommended decisions affect a number of resource programs and the achievement of sound land and timber management and goals.

Factor 6, Personal Contacts

Contacts include Forest personnel, research foresters, foresters in private industry and State agencies, local or State officials, contractor and logging personnel, and the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of coordinating work efforts, discussing proposed plans, negotiating targets and budgets, evaluating results of treatments, resolving technical problems, and maintaining personal professional competence.

Factor 8, Physical Demands

Considerable physical activity is required while inspecting ongoing operations, including walking and climbing over rough terrain.

Factor 9, Work Environment

Work requires exposure to some risks involved in logging operations, sometimes in adverse weather conditions. Safety precautions, including wearing protective equipment, are required.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR. CODE
POSITION DESCRIPTION	11		X	N2050	E (0 - EXEMPT 1 - NON-EXEMPT)	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): FORSTR
15. WORKING TITLE, IF ANY (ABBREVIATED):
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2050

FORESTER, GS-460-11

Introduction

This position is on a second level unit with responsibility for planning and carrying out various phases of the Timber Managment Program.

Major Duties

Provides technical direction in all phases of reforestation and timber stand improvement activities on the Forest. Included is the inspection of proposed treatment areas to determine the appropriateness of proposed action in terms of recognized Forest priorities, funding levels and recommended procedures.

Using ADVENT data base, reviews Districts' proposed budget requests and annual work plans for reforestation and TSI projects.

Reviews active reforestation and TSI operations to check for proficiency of the work and to ensure attention to safe practices and economic procedures on the job.

Reviews Sale Area Improvement (SAI) and K-V collection plans for proposed timber sales to determine that plans comply with forest silvicultural direction and cost effectiveness. Reports questionable plans to the Timber Staff Officer.

Reviews quarterly and annual District accomplishment reports for reforestation, TSI, and stand examination. Discusses findings with work supervisors and District personnel and reports to the supervisor as necessary.

Reviews District scheduling of survival and stocking surveys and analyzes results to determine adequacy of instructions and the proper delineation of acceptable and unacceptable areas of regeneration. Ensures that unacceptable areas are scheduled for appropriate and timely treatment.

Works with Districts to develop procedures to protect tree seedlings from animal damage. Implements innovations to accepted procedures to increase degree of protection, reduce cost, and improve effectiveness of the work.

Provides direction to Forest Pest Management Program by arranging and participating in aerial surveillance flights, biological evaluation and control projects. Helps Districts with identification problems on tree insects and diseases and coordinates with laboratory on special problems or programs. Reviews and handles proposals for use of pesticides for the Forest and special user permittees.

Reviews timber sales for coordination of compartment and pre-sale prescriptions, adherence to silvicultural guidelines, and contract compliance.

Maintains coordination with research units on studies involving reforestation and TSI efforts, and works jointly to improve and increase the study and application of research findings on National Forest land.

Presents training sessions for Forest personnel in assigned areas of responsibility.

Prepares and maintains the Compartment Prescription Handbook. This includes preparation and revision of Forest supplements to approved silvicultural management guides.

Determines tree seed and stock needs and prepares plans to ensure availability of adequate supplies. Works with geneticists and Districts to promote, plan, and implement the tree improvement program.

Prepares news releases for assigned responsibilities, conducts field trips, and presents informational talks to clubs, schools, and civic groups.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry practices, concepts, techniques, and principles including silviculture, dendrology, reforestation, timber stand improvement, harvesting systems, and ecological land classification systems and interpretations to develop and evaluate timber management plans and programs for the Forest and devise solutions to problems.

Knowledge of Agency land management policies and procedures sufficient to ensure that timber management and insect/disease control plans and programs and use of pesticides are consistent with such policies and procedures.

Knowledge of ADVENT, System 2000, Timber Sale APD System, and other computerized systems sufficient to input and extract data for use in inventorying the timber resource, work planning, and budgeting.

Familiarity with related fields such as landscape architecture, hydrology, soil science, wildlife habitat management, and entomology sufficient to incorporate considerations from these disciplines in the timber management planning process and plans.

Factor 2, Supervisory Controls

The supervisor sets overall objectives and program emphasis and works with the employee in developing project priorities.

The forester is responsible for independently planning own work, coordinating work with other foresters and resource specialists, resolving technical compromises required by particular situations, and finalizing all assignments. The forester keeps the supervisor informed of possible adverse reactions or publicity that might arise from particular plans or programs.

The forester's analyses, recommendations and suggestions are relied on as technically correct. Review of work is usually for agreement with overall policies and attainment of land management objectives.

Factor 3, Guidelines

Guidelines include Agency policy, procedure manuals and handbooks, Regional supplemental guides, approved land management and long-range functional resource plans, and professional journals and publications.

The forester uses judgment and ingenuity in developing and implementing plans and programs, and overseeing the implementation of such programs, as guides do not provide adequate or specific coverage of the range of variable conditions found in the forest area. The forester must independently adapt or extend guidelines, or choose from among alternative procedures in attempting to achieve optimum multiple-use and protection of the existing ecosystem.

Factor 4, Complexity

Assigments involve development, implementation, and administration of plans and methodology connected with all aspects of timber management and providing technical direction to the Districts.

The forester must consider a number of variables in developing plans and in providing advice to the Districts. The incumbent has to deal with conflicting priorities in related fields such as landscape architecture, archaeology, hydrology, soil science, wildlife habitat management, and range, and with various interest groups that have conflicting interests and philosophies of how timber should be managed.

Assignments require the incumbent to interpret available data in terms of variables involved, effect on other resources, and the rationale of the competing interests, and to extend, modify, or adapt procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to maintain second-level oversight by providing advice and assistance to first-level units, and to direct information and reporting systems in assigned areas of timber management.

The results of the work affect the supply of timber and the effective use of the resource in meeting sustained yield and allowable harvest goals, thereby meeting public demand for Forest products.

Factor 6, Personal Contacts

Contacts are with other foresters and specialists in related and unrelated fields, special interest groups, local officials, and the general public.

Factor 7, Purpose of Contacts

Contacts are to maintain cooperation, to resolve reforestation problems or conflicts with other resources, and to provide technical advice and coordination on timber management problems.

Factor 8, Physical Demands

A considerable amount of physical activity is required while making on-the-ground examination or inspections of ongoing operations, including walking and climbing over rough terrain, steep trails, etc.

Factor 9, Work Environment

The work involves some degree of risk when involved in on-the-ground assessment of operations, including risks associated with moving machinery or equipment and the rugged terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2056	4a. FLSA STATUS E (E - EXEMPT; N - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. *Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2056

FORESTER, GS-460-11

Introduction

This position is located in a National Forest Supervisor's Office. The purpose of this position is to provide advice and assistance to Ranger Districts and direct information and reporting systems for the Forest recreation program.

Major Duties

Provides expertise and advice to District Rangers in the administration of recreation activities. Reviews proposals for new recreation facilities or activities and recommends action. Ensures that action is taken in accordance with approved plans. Coordinates activities between units and among other specialists (engineers, wildlife biologists, etc.) to ensure consistency in program emphasis, development, and use between Ranger Districts.

Provides expertise and advice in assessing current recreation use, type, and standards, and in long-range planning, maintenance, and operation of recreation facilities. Reviews new projects or proposed revisions of existing plans and coordinates action on approved projects.

Develops information for the recreation information management system, including location, condition, costs, history, potential developments, and related data. Monitors and reviews outputs and directs maintenance of the system.

Advises District Rangers on the development of recreation management plans. Makes field reconnaissance, and provides expertise and advice as requested on various types of recreation programs, which may include wilderness recreation, winter sports, national recreation areas, trail construction and maintenance , development of new sites, operation and management of existing developed sites, and interpretive services.

Coordinates the recreation budget. Reviews Ranger District requests to ensure they compare with needs as shown in the information system, and coordinates adjustments with requesting Districts and budget personnel. Collects data, analyzes program needs, and recommends action to maintain a balanced budget for the Forest's recreation function.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to analyze and advise on the development and execution of recreation plans and programs, evaluate the effects of recreation use on other Forest resources, and evaluate forest areas and their potential for recreation activities.

Knowledge of Forest Service land management policies and procedures sufficient to ensure that programs devised are consistent with such policies and procedures.

Knowledge of trends in outdoor recreation and needs of diversified groups in order to meet the recreational needs of the public.

Knowledge of related fields such as landscape architecture, timber management, hydrology, soils, and wildlife sufficient to use techniques and knowledges from these disciplines in the analysis of plans and programs.

Knowledge of the Forest Service budgeting and work planning process in order to complete program budgets and work plans. Knowledge of the computerized recreation information management system to develop input and maintain the system.

Factor 2, Supervisory Controls

The supervisor provides a general statement of objectives. Incumbent and supervisor confer on priorities and deadlines for obtaining objectives.

The incumbent is responsible for developing specific action plans and the methods and procedures for carrying out plans; resolving problems and conflicts as they arise; and coordinating the work with other staff members. Projects that involve a new direction in operating practices or a significant break with established practices are discussed with the supervisor.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations, and the overall land management plans.

Factor 3, Guidelines

Guidelines include Forest Service policies, procedural manuals, and approved land management and long-range functional resource plans.

The incumbent uses judgment and ingenuity in developing and implementing plans and programs, and administering and overseeing the programs. Guides do not provide specific information on handling the range of situations encountered in carrying out the assignments; e.g., the effects of social, economic, or political trends on the recreational needs and desires of the various publics, and the effect of these factors on land use and evaluation. The incumbent independently adapts or extends guidelines, or chooses from among alternative procedures in attempting to achieve optimum multiple-use and protection of the ecosystem.

Factor 4, Complexity

Assignments involve development, implementation, and administration of plans and methodology connected with Forest recreation management.

The incumbent must consider a number of variables in developing the plans and carrying them out. The area is under intensive use as a recreation resource, because of the physiographic features of the Forest area itself, as well as its proximity to other recreation and visitor oriented attractions, including parks, wilderness areas, or national recreation areas. This leads to conflicting pressure from preservation groups and those who seek "active" development and use of the Forest resouces.

Assignments require the incumbent to interpret available data in terms of the variables involved, the effect on other resources, and the rationale of the competing interests, and to extend, modify, or adapt procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to provide advice and assistance to Ranger Districts, and to direct information and reporting systems in the Forest's recreation program.

The work has a significant effect on the area economy, which relies heavily on the tourist industry generated by the recreation opportunities on the Forest.

Factor 6, Personal Contacts

Contacts are with other foresters and specialists in related fields, special interest groups, permittees, local elected officials and the general public.

Factor 7, Purpose of Contacts

Contacts are to review the work of District employees and permittees to ensure correctness of methodology, for compliance with agreements and safety of operation; to reconcile conflictng viewpoints and ideas; and to explain and gain support for Agency goals, policies, and objectives.

Factor 8, Physical Demands

Some physical activity is required while making on-the-ground inspections of ongoing operations, including walking and climbing over rough, steep terrain.

Factor 9, Work Environment

The work involves some degree of risk when involved in on-the-ground assessment of operations or the condition or possible use of Forest land.

46--306

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2054	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Supervisory Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SUPVRY FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints or exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-79)

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2054

SUPERVISORY FORESTER, GS-460-11

Introduction

This position is located on a Forest Service unit. The primary purpose of this position is the administration of a complex recreation resource including cultural resources, interpretive services, visual management, winter use, recreation special uses, wilderness, developed sites, and dispersed recreation.

Major Duties

Administers recreation program including developed sites, dispersed summer and winter recreation, wilderness, and interpretive services. Plans and directs the care and policing, fee administration, maintenance, opening and closing, signing, and protection of public use sites.

Administers cultural resource program including priority of work, level of survey inventory, files, and coordination with other resources.

Prepares and administers recreation special use permits. Inspects permittees' operations to determine compliance with the terms of the permit. Takes corrective action directly with the permittee or, when necessary, recommends action to supervisor.

Plans future recreation use and development on the unit in conjunction with Forest interdisciplinary teams. Writes and reviews environmental assessments for proposed land use and development plans.

Develops annual work plan for recreation operation and maintenance programs, rehabilitation work on existing facilities and plans for modification or addition to established recreation areas.

Determines type, amount, and location of work to be accomplished under each program. Projects the cost of each program based on staffing, equipment, and supply needs.

Serves as Acting District Ranger in the absence of the District Ranger. Participates in decisions as part of the Unit's Management Team.

Exercises the full range of supervisory duties for three or more subordinates at various grade levels by assigning, directing and reviewing work. Plans, schedules, and coordinates work, and solves difficult technical problems. Carries out established personnel functions and practices, and keeps employees informed about important aspects of personnel management programs. Informally recommends employee status changes (such as promotions, reassignments, awards, and step increases); approves leave; sets performance standards and evaluates performance; provides for employee development, resolves minor grievances, meets with union representatives and EEO counselors, and informs employees of management policies and goals.

Actively supports the Civil Rights Program in assigned unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts in unit and those actions described in Affirmative Action plans that have a bearing within the area of assigned responsibility. Demonstrates an understanding of and sensitivity to issues relating to Civil Rights.

Factor 1, Knowledge Required by the Position

Knowledge of professional forest land management and recreation principles, practices and concepts sufficient to perform a full range of recreation administration and planning duties.

Knowledge of management and supervisory theories and techniques sufficient to successfully manage the District recreation workload and work force.

Knowledge of planning and administration of recreation developed sites, dispersed recreation areas, wilderness, sufficient to give direction to and review accomplishments of subordinates.

Knowledge of Forest Service policy, procedures, management plans, and manuals sufficient to effectively plan and implement a variety of recreation programs in order to achieve Forest and District objectives.

Knowledge of cultural resource principles, practices, and theories sufficient to direct the unit's archaeology program.

Knowledge of visual management principles, theories, techniques, sufficient to manage the District resources to meet established visual quality objectives.

Skill in dealing with individuals and groups, both within and outside the Forest Service organization.

Factor 2, Supervisory Controls

Works under the supervision of the District Ranger, who sets overall District objectives and program emphases in conjunction with the Forest objectives.

The incumbent is responsible for scheduling and performing the job independently. The supervisor is consulted in unusual or new situations where changes in established practices are contemplated or where public controversy is likely. The incumbent keeps the District Ranger informed of the current recreation situation on the District.

Completed work is reviewed for adequacy in meeting objectives and compliance with established policies, regulations, and overall land management plans.

Factor 3, Guidelines

Guidelines are primarily Forest Service policies, forest land management plans, and Region, Forest, and District objectives.

The incumbent must use resourcefulness and judgment in adapting or extending guidelines for situations not specifically covered; e.g., the effects of often conflicting recreational needs of the various publics on the administration of the resource or unusual local environmental considerations.

Factor 4, Complexity

Assignments and responsibilities include development, implementation, and administration of plans for a broad range of recreation management functions, including developed site, dispersed areas, wilderness, and recreation special use management.

Recreation users on the unit are numerous and diverse, leading to conflicts between users which may require innovative and nontraditional solutions.

The incumbent provides solutions to complex problems by considering the effects of recreation plans on other resources, the rationale of competing interest groups, and modification of existing practices and procedures.

Factor 5, Scope and Effect

The purpose of the work is to provide a variety of well-managed recreational opportunities for visitors. The enjoyment of the area by forest users, and their perception of the Forest Service, hinges on the ability to provide these recreational opportunities while protecting the environment.

The work has a significant effect on the area economy, which relies heavily on the tourist industry generated by the recreation opportunities on the Forest.

Factor 6, Personal Contacts

Contacts are with Forest and District employees; State, county and local governmental agencies; special interest groups; special use permittees; organized recreation groups; and other professional and technical employees who are engaged in related fields.

Factor 7, Purpose of Contacts

Contacts are made to ensure completion of objectives, to resolve conflicts between recreation users and the Forest Service, to exchange information and coordinate planning with other concerned agencies, to provide information to the public on frequently controversial issues, and to solicit public involvement in planning. Persuasion may be necessary to obtain agreement both within the Forest Service and with the public concerning controversial issues.

Factor 8, Physical Demands

Incumbent must be in good physical condition for making field inspections. Field work may require hiking, horseback riding, or skiing over rough terrain.

Factor 9, Work Environment

Much of the incumbent's time is spent in an office setting. The remainder involves some exposure to risks associated with rugged topography and adverse weather conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N2058	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2058

FORESTER, GS-460-11

Introduction

This position is located on a Forest Service unit. The purpose of the position is the planning, programming, and execution of recreation, fire, wildlife, land, water, minerals, fleet management, road construction and maintenance, special uses, and human resource programs on the unit.

Major Duties

Provides technical and administrative supervision to one or two subordinates. Plans, organizes, assigns, monitors and coordinates work for subordinates. Reviews work according to previously established standards. Identifies training needs and determines that the employee meets the requirements for selection for training. Provides formal and on-the-job training. Approves leave, resolves complaints, evaluates performance, keeps employees informed.

Is responsible for meeting the goals of the Equal Employment Opportunity program. Actively supporting Civil Rights as expressed in the Civil Rights Act of 1964, as amended and communicates this support to subordinates. Develops and carries out affirmative actions as described in the Service-wide and unit Affirmative Action Plan.

Plans, programs, budgets, and makes or directs surveys to obtain data for current and long-range management plans in recreation, special uses, minerals, land uses, land acquisition/exchange, watershed, fire management, prescribed burning, wildlife, and road construction. Coordinates functional and project plans with other work plans to ensure targets are being met, and makes needed revisions as changing conditions dictate.

Directs the District fire management program, which includes overseeing the preparation of the annual Fire Prevention Plan, Presuppression Plan, and Manning and Action Guides. Prepares prescribed burning plans with policies, standards and instructions. Develops alternative methods for management of fuels, selects and implements methods, and monitors results.

Develops plans and procedures for, and administers activities relating to land appraisals, purchases, donations, exhanges, right-of-way acquisition, title claims and reconveyances, land transfers, mining claims, and mineral leases and permits. Coordinates and establishes priorities for processing of claims cases. Prepares case reports and recommends means of settling claims cases.

Inspects special uses and applications for use, makes environmental impact surveys, and makes recommendations on issuance. Reviews and recommends approval or disapproval of seismic permits and other mineral lease applications.

Administers the recreation program including operation and maintenance of developed sites, dispersed use, wilderness, cultural resources, and interpretive services.

Coordinates wildlife habitat improvement work with other resource work. Reviews compartment prescriptions for wildlife management opportunities.

Coordinates the District soil and water program. Directs the implementation of watershed restoration plans. Ensures monitoring of water quality. Plans and directs the District erosion control work.

Selects and/or recommends enrollees for human resource programs. Conducts enrollee orientation. Plans and schedules utilization of enrollees in District program of work. Inspects ongoing program for compliance.

Factor 1, Knowledge Required by the Position

Knowledge of professional forest land management principles, practices and concepts sufficient to develop and execute a variety of resource management programs on the District.

Knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, fire fighting management, and fire prevention/suppression plans and programs for diverse forest area.

Knowledge of recreation management and the effect of different recreation uses on other forest resources to be able to plan the District recreation program.

Knowledge of mining activities in the forest, and mineral and surface management sufficient to project and mitigate their effect on forest resources.

Knowledge of related fields such as visual resources, cultural resources, soils, wildlife, and engineering sufficient to use techniques and knowledges from these disciplines in the development of plans and programs.

Knowledge of Agency land management policies and procedures sufficient to ensure that resource programs are consistent with these policies and procedures.

Knowledge of the Forest Service budgeting and work planning process in order to complete program budgets and work plans.

Factor 2, Supervisory Controls

Works under the supervision of the District Ranger who provides a general statement of objectives. The incumbent and the supervisor generally confer on the priorities and deadlines for obtaining objectives.

The incumbent is responsible for developing action plans, resolving problems and conflicts as they arise, and coordinating the work with other staff members. Projects that involve a new direction in operating practices or a significant break with established practices are discussed with the supervisor.

Completed work is reviewed for adequacy in meeting objectives and compliance with established policies, regulations, and the overall land management plans.

Factor 3, Guidelines

Guidelines include Forest Service policies, procedural manuals and handbooks, and approved land management and long-range functional resource plans.

The incumbent uses judgment in developing and implementing plans and programs. Guides do not provide specific instructions for on-the-ground situations such as past management practices or effects of social, economic, or political trends on recreation or mining activities. The incumbent must adapt or extend guidelines, or choose from among alternative procedures in attempting to achieve optimum multiple-use mangement and protection.

Factor 4, Complexity

The incumbent develops, implements and administers land uses, fire management, prescribed burning, road maintenance and construction, wildlife, recreation, soil and water, minerals, acquisition/exchange, and human resource programs.

The incumbent must consider many variables in preparing and executing the various natural resource development and protection plans. The area is under intensive pressure for a variety of uses such as mining, recreation, or fisheries which are not always compatible. Conflicting public pressures for more wilderness, wildlife habitat, or timber production require indepth evaluation. The incumbent must assess the interrelationship of social and economic variables to select, adapt, or modify conventional practices to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to ensure effective development and utilization of a wide variety of forest resources.

The work affects the economic and social stability of the area and the effective utilization, protection and development of the natural resources.

Factor 6, Personal Contacts

Contacts are with coworkers, personnel in the SO, permittees, general public, contractors, and State personnel.

Factor 7, Purpose of Contacts

Contacts are to exchange information, resolve problems, obtain compliance, coordinate, and provide service. Contacts include dealing with persons who are uncooperative, hostile or who have different viewpoints or objectives.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough, uneven or rocky surfaces and some bending, crouching, or stooping.

Factor 9, Work Environment

Much of the incumbent's time is spent in an office setting. The remainder involves some exposure to risks associated with rugged topography and adverse weather conditions.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N2051	E	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5. U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2051

FORESTER, GS-460-11

Introduction

This position is located on a Forest Service unit. The primary purpose of the position is to serve as primary assistant in the planning, programing, and execution of all land adjustment, land classification, special uses, and minerals management activities.

Major Duties

Develops the overall programs for land classification, land adjustment, special uses, and minerals management. Land adjustment activities include exchange, donation, valuation, rights-of-way procurement, and acquisition.

Appraises complex properties including administrative sites, recreation areas, and Forest lands involved in land acquisition, land exchange, and rights-of-way procurement cases. Incorporates appraisal information into a report that states the fair market value of the appraised property based on its highest and best use.

Recommends land parcels for acquisition and conducts preliminary examination of specified areas of privately owned lands being offered for purchase, exchange, or donation.

Negotiates with private landowners and/or mining claimants to secure rights-of-way, deeds or easements for construction of roads, trails, etc.

Investigates, prepares occupancy stipulations and reports on surface values affected by proposed and operating permits and leases of the Bureau of Land Management and State(s) for mineral development. Inspects and reports on mineral activities proposed and operating under reserved and outstanding mineral rights.

Makes land classification studies for Forest boundary adjustments and recommends action to be taken.

Makes recommendations with regard to procurement of rights-of-way by condemnation. Furnishes basic information for use by the U.S. Attorney in preparing testimony for condemnation cases to be presented in Federal Court and acts as Government witness in court trials to support the condemnation and appraisal valuation.

Makes necessary contacts with abstractors and attorneys for securing title evidence on lands cases. Prepares descriptions for use on legal documents. Assists in assembling title evidence, deeds, and supporting case material for review by the Office of General Counsel.

Evaluates special use applications, inspects uses, and determines fees.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to develop and execute land adjustment and land classification cases and minerals management programs; knowledge of Agency land management policies and procedures to ensure that plans and programs devised are consistent with such policies and procedures.

Knowledge of property valuation techniques in order to determine the fair market value of appraised property.

Knowledge of minerals and surface management activities on the unit to determine their effect on forest resources.

Familiarity with related fields such as landscape architecture, soils, and wildlife sufficient to use techniques and knowledges from those disciplines in the development of plans and programs.

Factor 2, Supervisory Controls

The supervisor provides objectives, scope of assignment, and information on new policy and procedures. Supervisor and incumbent confer on the priority of projects and the tentative deadlines for completion.

Incumbent takes independent action including coordinating work with other staff members and makes decisions within the framework of established plans, policies, and objectives.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations, and overall land management plans.

Factor 3, Guidelines

Guidelines include Forest Service policies, Manuals, and Handbooks; precedents; professional literature; state and Federal laws and regulations; and approved long range District land management plans.

Guidelines are generally applicable but judgment and resourcefulness are required in modifying and adapting standard methods and techniques to specific management situations. The Forester must consider the effect of proposed land management plans on other resources and eliminate any conflict.

Factor 4, Complexity

Assignments involve the development, implementation, and administration of all land adjustment, special uses and minerals management activities on the unit.

Management decisions are made complex by scattered and fragmented surface and subsurface ownership. Work assignments are further complicated by the requirement to be well versed on local government policies and actions and to maintain effective lines of communication with these governmental units. Land acquisition is in a constant state of fluctuation because of changing priorities and budget direction at higher levels. Many problems arise in the land appraisal and exchange program, because of the lack of precedential uses or sales and substantial variations in value among land parcels caused by existing improvements, size, and location.

The assignments require the forester to interpret available data in terms of the variables involved, the effect on other resources, and the rationale of the competing interests, and to extend, modify, or otherwise adapt procedures, usually conventional in nature, to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to develop effective programs of land adjustment and minerals management, which are consistent with overall land management plans and objectives for the unit.

Work affects the image of the Forest Service in the area, and impacts whether the Government receives fair payment for the use of its land and pays equitable prices for the property it acquires.

Factor 6, Personal Contacts

Contacts are with other foresters and specialists in related fields (e.g., appraisal specialists and attorneys), permittees, special interest groups, and the general public.

Factor 7, Purpose of Contacts

Contacts are for exchanging information, educating and persuading landowners to accept land management plans, enforcing agency regulations pertaining to special use activities, and collecting information relating to property ownership and values.

Factor 8, Physical Demands

Work requires walking, bending, and climbing over rough terrain.

Factor 9, Work Environment

The work involves moderate risk when assessing on-the-ground operations. Other work is performed in an office setting.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2052	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2052

FORESTER, GS-460-11

Introduction

This position is located in the Supervisor's Office of a National Forest. The incumbent performs duties including all aspects of land adjustment, land classification, title claims, minerals management, and special uses.

Major Duties

Participates in developing the Forest programs of land adjustment, land classification, special uses, and minerals management. Land adjustment activities include purchase, exchange, donation, valuation, and rights-of-way procurement.

Trains foresters and realty specialists in the appraisal of real estate by explaining and applying appraisal principles acceptable to professional appraiser organizations.

Reviews appraisal reports submitted by subordinate units to determine the adequacy and logic of the value estimate. Recommends appraisals within delegated authority which have a logical conclusion and supportive values.

Appraises unusual and/or complicated properties.

Processes title claim cases, road easements to public agencies, and case reports involving Federal lands for exchange purposes.

Recommends procurement of rights-of-way by condemnation. Furnishes basic information for use of the U.S. Attorney in preparing testimony for condemnation cases to be presented in Federal Court and acts as Government witness in court trials to support the condemnation action and property appraisal.

Performs land classification studies for Forest boundary adjustments and makes recommendations on action to be taken.

Assists operating units in carrying out their minerals management activities. Prepares environmental analyses or statements as necessary.

Processes special use permits, making certain the use to be made of the land is compatible with the National Forest program and its objectives and that each permit fully protects the public interest.

Participates in developing the land exchange program which includes the formulation of Forest policy, preparation of an appraisal system, development of short and long range objectives, integration of the program with other resource management activities, and the establishment of priorities for carrying out the program.

Negotiates with State and local agencies and individual landowners and provides guidance and assistance to Districts on property exchanges.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to develop and execute land classification, land adjustment, and minerals management programs for a National Forest; knowledge of agency land management policies and procedures to ensure that plans and programs devised are consistent with such policies and procedures.

Understanding of mining activities on the Forest, minerals and surface management, and their effect on forest resources.

Familiarity with related fields such as water, soils, and wildlife sufficient to use techniques and knowledges from those disciplines in the development of assigned programs.

Knowledge of property valuation techniques in order to determine the fair market value of appraised property.

Factor 2, Supervisory Controls

The supervisor provides objectives, scope of assignment, and information on new policy or procedures. Supervisor and incumbent confer on the priority of projects and the tentative deadlines for completion.

Incumbent must take independent action including coordinating work with other staff members and making decisions within the framework of established plans, policies, and objectives.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies, regulations, and land management plans.

Factor 3, Guidelines

Guidelines include Agency policies, manuals, and handbooks; precedents; Federal and state laws and regulations; and approved short and long range forest land management plans.

Guidelines are generally applicable, but judgment and resourcefulness are required in modifying and adapting standard methods and techniques to specific management situations. Guides do not provide specific information for evaluating the effect or influence of variable land parcel characteristics on potential resource uses and valuation.

Factor 4, Complexity

Assignments involve development, implementation, and administration of plans, programs, and methodology connected with land adjustments, special uses, and minerals management programs on the Forest.

Several variables exist in the land adjustment program which serve to complicate the work of the incumbent. Much of the land is difficult to evaluate because of the lack of precedential uses or sales and substantial differences in value among various land parcels due to such different factors as existing improvements, size, and location. Lands and minerals programs are complicated by the scattered and fragmented surface and subsurface landownership. The forester must consider the effect of proposed land management plans on other resources and eliminate conflict where possible.

The incumbent must maintain an up-to-date knowledge of the policies and actions of several local governmental units which have, or might have, some impact on Forest lands and operations. Land acquisition is in a constant state of fluctuation because of changing priorities and budget direction at higher levels. The assignments require the forester to interpret available data in terms of the variables involved, the effect on other resources, the rationale of the competing interests, and to extend, modify or adapt usually conventional procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to develop and implement Forest programs of land adjustment, land classification, special uses, and minerals management consistent with overall land management objectives.

The work affects the effective utilization, protection, and/or development of all resources on the Forest.

Factor 6, Personal Contacts

Contacts are with other foresters and specialists in related fields (e.g., appraisal specialists and attorneys), permittees, local elected officials, special interest groups, and the general public.

Factor 7, Purpose of Contacts

Contacts are to negotiate agreements over land adjustment activities; to reconcile, to the extent possible, conflicting viewpoints and ideas; and to explain and gain support for agency policies and objectives.

Factor 8, Physical Demands

Some physical activity is required when making on-the-ground inspections of ongoing operations. Such work typically involves walking and climbing over rough terrain.

Factor 9, Work Environment

The work involves some degree of risk when involved in on-the-ground assessment of operations. Most work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2055	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. *Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2055

FORESTER, GS-460-11

Introduction

This position is located on a Forest Service unit with responsibility for the lands activities on the Forest, including land status activities; acquisition and granting of rights-of-way; and cooperative construction and use agreements.

Major Duties

Assists in preparing long range, Forest-wide land acquisition and disposal plans. Makes studies of overall Forest and localized area rights-of-way and land status problems and develops plan to correct them.

Prepares rights-of-way project acquisition cases using professional knowledge in land values.

Based upon approved rights-of-way appraisals, negotiates with private individuals and companies to give most favorable terms possible.

Responsible for training in all phases of rights-of-way acquisition.

Prepares documents for submission to Regional Office for determination of legal sufficiency and checks supporting papers, such as title reports, waivers, subordinations, quitclaim deeds, certificates of regularity, certificates regarding taxes, and certificates of use and consent, to determine correctness and adequacy.

Prepares and submits title dockets to Regional Office for Regional Attorney and Attorney General approval.

Prepares cooperative road construction and use agreements and supplements with cooperators. Negotiates and defines interest to be acquired and prepares right-of-way case reports, including right-of-way land appraisal with cooperators for all cost-share agreements and road purchases.

Maintains the Forest's land status records which requires checking present records periodically for accuracy with other Government agencies responsible for keeping the basic Government records.

Prepares all documents involved in granting Department of Transportation easements to States or their nominees for public roads and highways which are part of the Federal-aid system. Prepares all documents involved in granting Department of Agriculture easements to public road agencies for public roads and highways which are not part of the Federal-aid system or not constructed under the provisions the Highway Act.

Factor 1, Knowledge Required by the Position

Knowledge of professional land management principles, practices, and concepts sufficient to develop and execute land use plans and programs.

Knowledge of all phases of National Forest administration, including agency land management policies and procedures sufficient to ensure that plans and programs devised are consistent with policies and procedures.

Familiarity with related fields in order to gain knowledge of timber values, engineering, soil values, soil erosion, and present and potential recreation values so that land values can be evaluated.

Knowledge of boundary location; value of range, water, soil, minerals, and other resources; value of improvements on land; future possibilities of land as to growing potential and earning potential; and public attitude to proposed or existing roads.

A fundamental knowledge of Federal and state water, real estate, and trespass laws and their application.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of overall objectives and deadlines for work accomplishment.

Incumbent follows the basic policies set forth in long range plans. Specific case assignments are made in conference with supervisor but the manner in which these are carried out is left to the incumbent.

Completed work is reviewed for general adequacy in meeting program or project objectives or for compatibility with other projects.

Factor 3, Guidelines

Guidelines include Federal, state, and Agency laws, regulations, and manuals, as well as broad established guidelines.

Incumbent must use judgment in deciding between alternatives, and in interpreting and adapting guidelines to specific situations. Work frequently requires departing from past approaches and extending traditional techniques.

Factor 4, Complexity

Prepares right-of-way project acquisition cases using professional knowledge in appraisal and land values. Makes or directs the analysis and evaluation of rights-of-way to be acquired. Prepares cooperative road construction and use Aareements with large companies.

There is a continuing need to relate to activities on adjacent and intermingled lands. Many small parcels of private land are situated along the only possible routes that can be used to locate timber access roads. Rights-of-way through these small areas are difficult to obtain.

Considers such factors as boundary location; value of range, water, soil, minerals, and other resources; value of improvements on land; future possibilities of land as to growing potential and earning potential; public attitude to the proposed or existing road; and other special considerations of the area. Incumbent must be meticulous and exact and yet retain the broader values in National Forest administration and be able to apply the multitude of values in their proper places. Must be an accomplished negotiator and have the ability to sell ideas to both private landowners and Forest personnel.

Frequently, incumbent must extend or adapt existing methodology due to shifting dependent variables and the lack of specific guidance.

Factor 5, Scope and Effect

The purpose of the work is to plan, program, and direct accomplishment of land adjustments and granting of rights-of-way.

The results of the work have a significant effect on the management of other resources and activities on the Forest.

Factor 6, Personal Contacts

Contacts are with professional subject matter specialists in forestry and related disciplines within the agency and other Federal and state agencies, private individuals and companies, large corporations, and landowners. Deals with a variety of personalities ranging from controversial to cooperative attitudes. Contacts may be on an ad hoc basis and the role of each party is established and developed during the course of the contact.

Factor 7, Purpose of Contacts

Contacts are for the purpose of negotiating land exchange, land use, and land access. Presents Forest's objectives, considerations, and reservations; explains reasons for the conditions in a way that will obtain agency objectives and result in retention of good will.

Factor 8, Physical Demands

Most work is sedentary. The incumbent sometimes works in areas where physical effort such as walking and climbing over steep terrain is required.

Factor 9, Work Environment

Most work occurs in an office environment. The incumbent will occasionally hike in mountainous terrain with exposure to poison oak, temperature extremes, and falls.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2044	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
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4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Supervisory Forester	GS	460	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SUPVRY FORSTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

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22. ORGANIZATIONAL STRUCTURE (CODES)							
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

This is a secondary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N2044

SUPERVISORY FORESTER, GS-460-11

Introduction

Serves as principal assistant on a Ranger District with responsibility for the development, implementation, and administration of the fire management program. This is a secondary firefighter position under the provisions of 5 USC 8336(c). It provides coverage under those provisions to incumbents transferring directly from a primary firefighting position or who have previously transferred directly from a primary to a secondary position.

Major Duties

Inventories and evaluates on-the-ground conditions to determine quantity and types of fuels, predicts rate of change of fuels including potential for residual fuel after land management treatment, determines whether fuels must be treated, balances optimum fire treatment of fuels with air quality and smoke management requirements to arrive at appropriate tradeoffs, develops alternative methods for management of fuels including total costs of each alternative and tradeoffs involved, and selects and implements method and monitors results. Determines type of equipment needed for fuels treatment by methods other than burning, e.g., chipping or crushing; determines best source of equipment; and prepares specifications for service contracts.

Evaluates data concerning history of fires in the forest area, causes, frequency, previous control problems, damages incurred, and benefits gained.

Assesses fuels, suppression capability and resistance to control, ignition probability, predicted rate of spread and flame height, predictability of weather; develops plans, including various fire suppression strategies for different conditions and sites; and determines personnel, equipment, logistics, and communication needs.

Prepares long and short range plans for suppression, presuppression, and prevention activities, integrating them with other functions, resource plans, and objectives. Reviews and evaluates the interrelationship of various facets of the fire management activity with functional resource plans and overall land management plans.

Provides advice to other principal assistants on the compatability of proposed actions in their functional area with the overall fire management plan. Develops alternative strategies which reduce adverse effects on the fire management activity and enhance the timber

[illegible] COPY AVAILABLE.

management program. For example, reviews and participates in formulation of timber sale proposals to determine whether cutting block or sale boundaries affect the ability to treat slash in the most effective manner which, in turn, may have an adverse affect on the accomplishment of regeneration objectives for the sale area.

Coordinates fire prevention and suppression activities with private timber lands adjacent to Forest area and with concerned State and local agencies.

Exercises the full range of supervisory duties for three or more subordinates at various grade levels by assigning, directing, and reviewing their work. Plans, schedules, and coordinates work, and solves difficult technical problems. Carries out established personnel functions and practices, and keeps employees informed on important aspects of personnel management programs. Informs supervisor of anticipated work force needs; recommends employee status changes such as promotion, reassignments, and awards; approves leave; sets performance standards and evaluates performance; provides for employee development; and resolves minor grievances.

Actively supports the civil rights program in the assigned unit and communicates this support to subordinates. The incumbent cooperates in developing and carrying out affirmative action efforts and those actions described in the Service-wide Affirmative Action Plan that have a bearing within the unit.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to perform the full range of duties involved in the management of fuels and fire in a Forest area.

Knowledge of fire ecology, fire behavior, fire hazard and risk analysis, fuel volume and flammability assessment, and firefighting techniques sufficient to prepare independently complex fuels management and fire prevention/suppression plans and programs for a diverse Forest area.

Knowledge of effect and use of prescribed fire and wildfire on timber, vegetation, soil, water, air, and wildlife sufficient to devise plans and programs to achieve various land management objectives.

Familiarity with related fields such as recreation, wildlife management, hydrology, and soils sufficient to develop a fire management program that is integrated with other resource programs.

Knowledge of agency land management policies and procedures sufficient to ensure that all plans and programs are consistent with such policies and procedures.

Previous experience in firefighting is required.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of broad areas of responsibility, program emphasis, and any key management concerns for special projects.

The forester is independently responsible for planning and directing the fire management program, coordinating with others, and determining the criteria and approach to take to complete the assignment.

Policy questions dealing with controversial issues or forest areas are reviewed with the supervisor to achieve agreement on solution. Completed work is reviewed for attainment of objectives.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks; pertinent laws; Regional guides; approved land management and long range functional resource plans; and professional publications.

Guidelines are often incomplete or inadequate in terms of dealing with more complicated situations having a number of interrelated problems, and frequently do not provide concrete solutions to specific situations. There are a variety of alternative techniques and approaches to choose from in selecting the solution which is optimal in terms of effects on the various resource activities.

Factor 4, Complexity

Assignments involve a full range of duties associated with fire management including the development, execution, and oversight of plans relating to fuels management, fire prevention and suppression, and the integration of fire management plans and programs with the various functional resource plans.

The forester must consider any variables in preparing plans for the fire management activity including soil type, slope, aspect, weather conditions, timber type, esthetics, and proximity to streams. These variables complicate the planning process due to characteristics such as a large timber harvest program, creating heavy fuel loading; steep slopes which cause problems such as inability to machine-pile slash; significant amounts of unstable soils which create conditions conducive to heavy siltation of streams; and problems in the management of smoke in the airshed.

Factor 5, Scope and Effect

The purpose of the position is to develop, implement, and administer plans for the fire management activity.

Fire management plans and projects have significant impact on timber regeneration potential, soil stability and nutrient content, water temperature, plant succession, and animal forage; the program will also minimize damage to all resources from uncontrolled fires.

Factor 6, Personal Contacts

Contacts are with other unit employees, professional staff at higher organizational levels, private landowners or timber landowners on adjacent lands, timber purchasers, and State and local agencies.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging technical and operational information, coordinating responses and actions, and ensuring that contractual agreements relating to slash treatments are followed. Contacts require tact and persuasion to resolve operating problems or to reach agreements on slash treatment or fire suppression plans.

Factor 8, Physical Demands

Assessment of field conditions and review of program implementation requires considerable walking and climbing over steep, uneven terrain.

Factor 9, Work Environment

When involved in assessment of field operations, the employee is subjected to moderate degree of risk from falls, falling limbs, and moving machinery or equipment.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11		X	N2053	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forester	GS	460	51	11	04	02	84	kas
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FORSTR
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2053

FORESTER, GS-460-11

Introduction

This position is the Land Management Planning unit for a National Forest. The incumbent compiles, evaluates, and analyzes data concerning lands and resources and formulates data into alternative strategies for consideration in the Forest Land Management Plan.

Major Duties

Serves as a member of the interdisciplinary land management planning team. Continuously interacts with the team members in accurately assessing the suitability and capability of the Forest lands and resources to provide goods and sevices.

In preparing alternative land and resource management strategies, evaluates, analyzes, and integrates data in the all resource areas to serve land and resource management needs.

Evaluates and analyzes public demand and attitudes, land characteristics, operational requirements, land use intensities, and commensurate land values including correlation of the land, water, and plant forms into the preparation of alternatives for the Forest Land Management Plan.

In developing alternatives, performs intensive analyses of a variety of existing data collected for and compiled in individual functional resource management plans. Interacting with team members, formulates reasonable and viable alternatives towards developing the most acceptable Forest Land Management Plan. Determines need for and plans collection of additional data.

Predicts the expected effects of alternatives toward meeting targets for producing goods and services, response to user demands, and fulfilling management goals and objectives, and assesses the environmental consequences anticipated as a result of the various alternatives.

Provides, within the selected plan, a process for monitoring and evaluating how well the goals and objectives of the plan are met. Specifies the activities to be monitored, the frequency of monitoring activities, and the expected precision and reliability of the monitoring process. Evaluations must contain a quantitative estimate of performance, documentation of measured effects including any change in land productivity, recommendations for change, and needs for continuing evaluation of management systems.

Recommends changes in management direction in the form of revisions to or amendments to the Forest Land Management Plan, as necessary, to meet Forest goals and objectives on an environmentally sound basis.

Factor 1, Knowledge Required by the Position

Knowledge of professional forestry land management principles, practices, and concepts sufficient to perform the full range of duties connected with planning for the management of the unit's resources.

Knowledge of concepts and techniques of long-range Forest resource planning, agency goals, objectives, and land management strategies sufficient to analyze and evaluate the impact of different combinations of resource use and intensity of use on the overall Forest land management program and to provide detailed justification and recommendations for a particular strategy.

Knowledge of the interests and objectives of major decisionmaking public groups and their effect on the development or modification of the Forest resources.

Knowledge of the role and influence of various government agencies and community interests on the use of Forest resources, and the socioeconomic impact of a change in direction or emphasis in resource use on dependent communities and industries.

Familiarity with timber, recreation, range, wildlife, and watershed management and their interrelationships and complementary and competing influences.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of overall objectives and constraints.

Considerable freedom of operation is allowed in day-to-day work, with progress reviews only on an irregular basis. Independent completion of assignments is expected. The supervisor is kept informed of controversial or unprecedented alternatives or politically controversial situations.

Work is reviewed in terms of the feasibility and practicability of implementing the various alternative management strategies.

Factor 3, Guidelines

General guidelines for Forest land and resource management planning are available in general format and direction is available in various manuals and handbooks.

Most written guides require adaptation to the specific Forest situation.

Factor 4, Complexity

Correct interpretation and application of guides to specific local Forest conditions are necessary.

Use of good judgment and analytical ability are necessary in analyzing the effectiveness of the various management alternatives. Initiative and originality must be used in utilizing data sources, developing alternatives, and ensuring consideration of planning criteria in alternative management strategies.

Considerable complex data must be interpreted to ensure proper land and resource consideration.

Factor 5, Scope and Effect

The work involves collecting a variety of data from existing management plans and resource studies and formulating alternative strategies for integrated land and resource planning.

Compilation of data into a comprehensive, integrated Forest Land Management Plan affects all resource management outputs, activities, and uses on the unit.

Factor 6, Personal Contacts

Contacts are with other foresters and with specialists such as geologists, soil scientists, wildlife biologists, economists, and sociologists in the unit, in higher level units, and in State and local agencies. Contacts also include local and State officials, special interest groups, landowners, and the general public.

Factor 7, Purpose of Contacts

Contacts are established to solicit, coordinate, and synthesize a broad range of special interdisciplinary knowledge into an acceptable overall plan; to maximize public involvement; to interpret, advise on, and justify or defend selected strategies, or the adequacy of land management plans which are often opposed by particular interest groups; and to gather information related to various aspects of the land management process.

Factor 8, Physical Demands

The work is predominantly sedentary; the job requires intermittent physical exertion such as walking over rough or rocky terrain while data gathering during field examinations.

Factor 9, Work Environment

The work is usually performed in an office setting; occasionally some exposure to moderate discomfort is encountered on field trips such as extremes of heat or cold and inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2016	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		1	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No N2016

FORESTRY AID, GS-462-1

Introduction

This position is located on a Forest Service unit. Serves as a general trainee, performing work in timber, recreation, fire, wildlife and range.

Major Duties

Learns basic terminology, safe work practices, methods, techniques and procedures needed to carry out one or a few simple, fundamental tasks in timber, recreation, fire, wildlife and/or range.

Learns basic recreation area cleanup and maintenance procedures, and basic recreation and VIS contact skills.

Performs routine and simple fire duties.

Performs simple tasks requiring the use of hand tools.

Factor 1, Knowledge Required by the Position

Ability to follow written or oral instructions to carry out simple routine tasks.

Ability to absorb training needed to perform simple routine tasks assigned.

Factor 2, Supervisory Controls

Receives very close supervision from a higher-grade employee.

Work procedures and methods are demonstrated or written out in detail. Performs all duties as instructed.

Work is observed frequently, checked in progress and reviewed upon completion, as appropriate.

Factor 3, Guidelines

Specific guidelines are available in the form of simple oral and/or written instructions from incumbent's supervisor.

The incumbent is expected to follow guidelines as written or given orally by supervisor with no deviation.

Factor 4, Complexity

Duties involve carrying out simple, routine tasks in timber, recreation, fire, wildlife or range to provide a learning situation. Assignment of tasks is on a one-at-a-time basis. Tasks vary, but are all simple and require following clear detailed instructions.

Factor 5, Scope and Effect

The purpose of the work is to perform simple, recurring duties which provide a learning experience for the incumbent and support the unit's programs.

The manner in which the duties are performed affects the general efficiency of the various unit programs.

Factor 6, Personal Contacts

Personal contacts are usually fact-to-face with coworkers.

Factor 7, Purpose of Contacts

Contacts are to receive instructions and answers to questions on work to be performed.

Factor 8, Physical Demands

Work requires some physical exertion such as walking over wet, rough, uneven surfaces; bending, crouching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

Factor 9, Work Environment

Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5123	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		2	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Signature: Katherine Q. Solberg   Date: 4-2-84

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5123

FORESTRY AID, GS-462-02

Introduction

This position is located on a Forest Service unit. The purpose of the position is to serve as a trainee member of a timber, recreation, fire, wildlife and/or range crew.

Major Duties

Receives training in the basic elements of practical forestry work.

Follows safety precautions affecting own tasks and those of others.

Performs, as a crew member, a variety of simple, repetitive tasks such as: cleans campgrounds, assists in maintenance of improvements, performs trail maintenance and construction and other comparable duties; learns basics of marking trees for harvest, marks predesignated trees and re-marks trees where paint has been all but obliterated by age or fire; performs simple repetitive tasks such as planting or thinning trees; or assists in carrying out range cultural practices.

Performs various fire duties as qualified and assigned.

Records simple measurements and data in timber surveys or cruises, range studies, wildlife surveys, recreation use and/or fire data.

Factor 1, Knowledge Required by the Position

Ability to follow instructions in order to carry out assigned tasks.

Ability to learn in order to develop a knowledge and understanding of basic forestry procedures, practices, rules and regulations.

Skill in the use of hand tools such as ax, shovel, pulaski, injector and fire rake in order to perform tasks in all areas of forestry.

Knowledge of basic safety practices in order to prevent injury to self or others.

Factor 2, Supervisory Controls

The supervisor assigns work by providing specific and detailed instruction on the work to be done.

Incumbent selects and applies procedures in carrying out repetitive work assignments. Detailed instructions are provided for new work. Assignments are checked in progress and upon completion for procedures selected, adherence to instruction, and quantity and quality of work.

Factor 3, Guidelines

Guidelines include well established work methods and procedures and verbal and written instructions from the immediate supervisor.

Guidelines are specific, detailed and fully applicable, requiring little or no interpretation or deviation. Problems encountered where instructions do not apply are referred to the immediate supervisor.

Factor 4, Complexity

Duties involve carrying out a limited number of simple, repetitive tasks to provide training in the basic elements of practical forestry. All assignments are specific with work procedures performed in a prescribed manner. Actions to be taken are readily discernible.

Factor 5, Scope and Effect

The purpose of work is to perform simple, routine tasks in support of unit resource programs and provide a learning experience for the incumbent.

The work performed has an impact on the general operating effectiveness of the various projects.

Factor 6, Personal Contacts

Contacts are with coworkers, Forest users, and the general public.

Factor 7, Purpose of Contacts

Contacts are to exchange easily understood information about assigned duties and to answer routine questions about assigned areas of work.

Factor 8, Physical Demands

The work requires physical exertion such as walking over wet, uneven surfaces; bending, stooping, stretching, reaching or similar activities.

Factor 9, Work Environment

Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5124	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N[illegible]124

FORESTRY AID, GS-462-03

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a member of a timber, recreation, fire, wildlife or range crew in support of the unit programs.

Major Duties

Participates in some or all of the following activities:

Checks visitor use of recreation facilities. Notes compliance with rules and regulations on parking, campfire, sanitation, use of picnic sites, or hunting and fishing. Reports violations to supervisor. Answers routine questions. Collects Forest visitor fees and prepares proper documentation and reports on all sales and monies collected. Assists in recreation area maintenance and cleanup.

Serves as tallyman on a marking crew recording heights, diameters and tre species as they are marked and called out by markers. Assists in measurement and recording of cordwood and board foot volume and/or pieces of forest products such as logs, posts, rails, poles, piling and hardwood bolts as they are scaled and/or counted. Receives training on marking trees for cutting, using such tools as marking gun, diameter tape, relaskop or clinometer and increment borer.

Assists in cruising timber by following specific instructions on taking and recording simple measurements and running compass lines in the field using compass and chain.

Serves on crews performing duties in basic fire prevention, fire presuppression and fire suppression tasks as qualified.

Serves on a prescribed burning crew, performing simple, routine duties for a variety of prescribed burns such as site preparation, wildlife, rough reduction, disease and range burns.

Assists in wildlife or fisheries habitat improvement work performing tasks of a routine nature in wildlife stand improvement, establishment of food plots, direct seeding for food or cover, etc.

Assists in performing routine recurring range activities such as counting livestock, inspecting allotments for trespass and/or condition, range improvement construction, range revegetation, etc.

Trains to function as a working leader or supervisor of a small crew engaged in planting, timber stand improvements, site preparation, insect and disease control, wildlife habitat surveys, range improvement and/or similar related tasks involving scattering slash, poisoning or cutting down specified trees, clearing brush from survey lines and counting or tallying information, etc.

Factor 1, Knowledge Required by the Position

Knowledge of detailed forestry procedures, rules and regulations in one or more functional areas in order to perform assigned forestry tasks which are either established and repetitive or specified by the supervisor at the initial performance.

Ability to meet and deal with coworkers, crew members and Forest visitors to effectively carry out day-to-day work while serving as a crew member or trainee work leader or supervisor.

Knowledge of accepted safety practices in order to prevent injury to self and others.

Skill in the use of simple instruments or tools such as diameter tape, relaskop or clinometer, increment borer, compass and chain to make accurate measurement.

Skill in using hand and power tools such as ax, shovel, pulaski, fire rake, injector and/or chainsaw in order to perform forestry duties.

Factor 2, Supervisory Controls

The supervisor assigns work on a day-to-day basis. Instruction covering work methods and procedures and expected results are given with each new or changed task.

Supervisor is usually available for questions or to resolve technical problems. Incumbent is responsible for completing work assigned.

Less routine tasks are observed in progress; recurring tasks are reviewed for accuracy upon completion.

Factor 3, Guidelines

Guidelines include established regulations, rules and procedures in addition to oral and written instructions from supervisor.

Instructions and guidelines are easily understood and require little judgment to apply. Deviations are referred to supervisor for decision.

Factor 4, Complexity

Duties involve a variety of routine and recurring steps and processes, used to accomplish assignments in recreation, timber, fire, wildlife, range, etc. Little difficulty is encountered in determining what needs to be done. As skills and knowledges are developed, routine and recurring duties are performed independently. Most work situations are clear-cut and little or no originality is involved.

Factor 5, Scope and Effect

The purpose of this position is to develop a knowledge of basic forestry techniques and practices as well as perform work which is supportive of unit resource programs.

The manner in which work is performed affects the general efficiency of the unit.

Factor 6, Personal Contacts

Personal contacts are usually face-to-face with coworkers and the general public.

Factor 7, Purpose of Contacts

Contacts are to receive instructions on work methods and procedures, clarify work assignmets, give facts directly related to work, to exchange information and provide service to Forest visitors.

Factor 8, Physical Demands

Work requires some physical exertion such as walking over wet, rough, uneven surface; bending, crouching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

Factor 9, Work Environment

Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires use of safety equipment such as boots, gloves, goggles and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5125	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO. 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION		11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5125

FORESTRY TECHNICIAN, GS-462-04

Introduction

This position is located on a Forest Service unit The purpose of this position is to perform work individually or as a crew member in support of the unit recreation, timber, fire, wildlife and/or range programs.

Major Duties

Participates in some or all of the following activities:

Marks clearly specified softwood and hardwood trees for cutting as sawlogs, pulpwood, posts, poles, etc. Measures tree diameters and heights and observes defects under guidance of supervisor.

Estimates and records volumes or scales forest products which are cut to standard lengths where defect is insignificant.

Assists forester or technicians in the lay out of logging units, temporary roads, locations, etc.

As a member of a timber cruising crew, runs compass lines, paces or measures distances, marks and numbers plots, measures heights and diameters and records data.

Contacts recreational visitors to provide factual information and answers questions about recreation opportunities, rules, regulation, and information on resorce management practices on the District. Collects monies from sale of recreation use permits at designated fee sites. Keeps records of sales, safeguards monies and unused permits. Patrols receation areas for compliance by day visitors and campers with established rules and regulations posted in the area. Reports apparent violations to supervisor.

As a crew member of leader, performs routine recreation maintenance and cleanup work including repairing minor damage of recreation facilities; i.e., tables, toilets, buildings, signs, fire pits, etc.

Performs independently, or as the leader of a crew, wildlife or fisheries habitat improvement projects such as site preparation for clearings, construction and installation of fish attractors, planting of areas for establishment of more desirable food or cover, nesting boxes, water developments, establishment of food plots, etc.

Leads a small crew measuring and laying out the boundary of small areas designated for planting, site preparation and timber stand improvement contracts. Personally performs work, or inspects work performed under site preparation, planting and timber stand improvement contracts following established procedures and which involve standard requirements and are limited in size. Checks planted areas for seedling survival rate and stocking and records information. Calls non-compliance to attention of his/her supervisor.

Assists on range analysis and maintenance and construction of range structural improvements. Contacts range permittees and communicates to them Forest Service range policies and basic requirements of permit, counts designated permitted livestock to ensure number are in compliance with permit, checks range condition including structures, and checks for trespass livestock. Any violation which cannot be informally resolved on-the-ground is reported to supervisor.

Serves as a skilled member of a fire suppression crew, using a variety of hand tools, powersaw, backfire torch, backpumps, etc., to suppress fires or participates in slash disposal or a variety of prescribe burns.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices for timber marking, tallying, cruising and scaling forest products, and for planting, site preparation and timber stand improvement which enables incumbent to function as a crew leader or member of a crew in these areas.

Knowledge of established standard contract administration procedures in order to serve as inspector on small silvicultural contracts.

Ability to meet and deal with people to enable incumbent to obtain cooperation from contractors, permittees and Forest visitors.

Knowledge of standard recreation operation policies and maintenance procedures which are used to enable incumbent to accomplish assigned recreation duties either individually or a leader of a small crew.

Knowledge of standard forestry practices and procedures used to develop and protect wildlife and fisheries habitat in order to accomplish project assignments.

Knowledge of range management practices and procedures to enable incumbent to carry out range administration, compliance, revegetation and maintenance of improvements duties.

Knowledge of fire policies, guidelines, procedures and behavior in order to perform fire suppression, presuppression or prevention duties.

Skill in using hand and power tools such as ax, shovel, pulaski, fire rake, injector and/or chainsaw in order to effectively perform duties in fire, timber, recreation and other related forestry areas.

Knowledge of accepted safety practices in order to prevent injury to self and others and instructs crew members in safe practices.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives to be achieved where standard work methods are used.

Incumbent independently resolves technical problems of a recurring nature based on previous experience. On new assignmentsor difficult problems, detailed guidance is provided by the supervisor. Incumbent is responsible for carrying out all work assigned.

Completed work is reviewed or discussed for technical adequacy and adherence to instructions. Complex assignments are reviewed in process or discussed in detail upon completion.

Factor 3, Guidelines

Guidelines consist of specific technical guidelines, handbooks, work plans and direct written and oral instructions.

Incumbent must use good judgment in selecting and following appropriate guidelines. Incumbent works in adherence to guidelines with supervisor usually available to resolve problems not covered by instructions.

Factor 4, Complexity

Duties involve performing a variety of standardized work operations to accomplish assignments in recreation, timber, fire, wildlife and/or range. Little difficulty is encountered in determining what needs to be done. When faced with an unusual problem, the supervisor is available for technical guidance.

Assignments require skill and judgment in the application of prescribed work methods and procedures. Incumbent must recognize differences or inconsistencies between various situations of a recurring nature, based on experience and training. Little originality is required.

Factor 5, Scope and Effect

The purpose of this position is to provide technical support to the District's recreation, timber, fire, wildlife or range programs.

Completed work contributes to the overall success of the unit resource programs but has little impact beyond the unit.

Factor 6, Personal Contacts

Contacts are usually face-to-face or by phone with co-workers, crew members, contractors, permittees and Forest visitors.

Factor 7, Purpose of Contacts

Personal contacts are to clarify work assignments, give work instructions, give facts directly related to work, explain contract or permit, to exchange information and provide service to forest visitors. Incumbent needs the ability to meet and deal, as contacts will include persons who are uncooperative, hostile and who have different viewpoints, goals or objectives.

Factor 8, Physical Demands

Work requires some physical exertion such as walking over wet, rough, uneven surface; bending, crouching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

Factor 9, Work Environment

Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5126	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5126

FORESTRY TECHNICIAN, GS-462-05

Introduction

This position is located on a Forest Service unit. The purpose of this position is to provide technical expertise in support of the unit's recreation, timber, fire, wildlife and/or range programs.

Major Duties

Independently selects, marks and measures softwoods and/or hardwood timber for cutting as sawlogs, pulpwood, posts, poles, etc. Determines species, measures diameters and heights, estimates defects and determines quality of timber. Conducts area cruises to determine the quantity of timber on an area by species, type and quality.

Scales and records merchantable volume of logs or other products.

Collects, summarizes and prepares requested timber reports and maps which provide information on topography, general conditions of area, haul road location, inoperable areas, soils, logging conditions, etc.

Assists, as assigned and directed, in the inspection of various timber sale operations on small timber sales which pose very few problems and where the timber stands are usually pure.

Conducts on-site inspections of work performed under site preparation, planting and timber stand improvement contracts for compliance with contract terms. Reports unusual contract deviations to supervisor.

Surveys contractor and force account planting, recording data on survival, growth, insect and disease damage, stocking, etc.

Plans the day-to-day operations for developed and non-developed recreation areas which have one or two major uses, i.e., camping and swimming, with responsibility for directing members of a crew in carrying out work. Assures recreation areas are maintained in accordance with standards and reports on condition of area.

Makes group and individual contacts in providing forest recreation information and answering questions about recreation management on the unit. Provides specific information concerning camping or swimming and other area regulations such as fire, safety and sanitation. Notifies visitors of violations; and may issue violation notice. Complies and summarizes data on recreation use, site conditions, needed repairs, etc.

Makes wildlife habitat surveys and implements coordination measures such as marking key areas. Performs independently or as leader of a small project crew in construction or completing wildlife habitat improvement projects such as water developments, fish attactors, or clearing and planting site preparation areas for establishment of more desirable food or cover and other similar tasks.

Makes range analysis to determine utilization and grazing impact and maps out key use areas. Checks allotments for compliance with permit and management plan and contacts permittee about maintenance needs or violations. Reports unresolved violations to supervisor. Inspects range improvements and determines maintenance and/or construction needs. Performs maintenance on range fences, lays out location for fence construction or cattleguards and other range structural improvements, locates areas suitable for the construction of range ponds or works on revegetation or plant control projects.

Directs initial attack force on small wildfires including dispatching and/or requesting personnel, supplies and equipment needed. Performs as member of a prescribed burning or slash disposal crew.

Factor 1, Knowledge Required by the Position

Knowledge of established forestry practices for timber marking, cruising and scaling forest products, and for planting, site preparation and timber stand improvement in order to acomplish assigned duties in timber.

Knowledge of established contract administration procedures and requirements in order to function as contract inspector.

Skill in planning on a day-to-day basis to schedule, carry out and accomplish assignments in an orderly and timely manner.

Skill in meeting and dealing with people to enable incumbent obtain cooperation from contractors, permittees and forest visitors.

Knowledge of standard sampling methods, recording procedures, inspection techniques and surveys in order to collect, summarize and present in oral or written form requested resource data.

Knowledge of established fire policies, guidelines and procedures, as well as fire behavior in order to direct the initial attack on a fire, or to serve as a member of a prescribed burn or slash diaposal crew.

Skill in using hand and power tools such as ax, shovel, pulaski, fire rake, injector and/or chainsaw in order to effectively perform duties in fire, timber, recreation and other related forestry areas.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of the objectives to be achieved and without explicit instructions in work situations which involve concepts and methods typically familiar to the incumbent.

Incumbent draws upon previous experience and training to independently resolve problems of the type previously encountered, making it unnecessary for constant technical supervision. The supervisor provides technical assistance on new, unusual or controversial problems.

Incumbent is responsible for completion of all work assignments. Completed work is reviewed for methods applied and technical adequacy.

Factor 3, Guidelines

Guidelines consist of numerous technical guidelines, handbooks, work plans, prescriptions, and oral and written instructions.

Incumbent is expected to use judgment in selecting the proper guideline adapting procedures to meet field conditions. Unusual conditions or circumstances are referred to supervisor for instructions.

Factor 4, Complexity

Duties involve carrying out a variety of operations following established procedures and precedents to accomplish assignments in recreation, timber, fire, wildlife and/or range.

The incumbent must make on-the-site decisions requiring the use of sound judgment to selcet and/or adapt established procedures and precedents to meet field conditions in the administration of operations, to carry out resource practices, to estimate quantity and quality of resources and to make group and individual contacts.

Most duties are regulated by precedents and established procedural guidelines, but the incumbent must use judgment in identifying situations where field conditions differ from the norm or conflicts exist between resources. Unusual problems are referred to supervisor.

Factor 5, Scope and Effect

The purpose of this position is to provide technical expertise to the unit's recreation, timber, fire, wildlife and/or range programs.

The successful and accurate performance of these duties contributes to the timely accomplishment of unit programs and the management and protection of the resources on the unit.

Factor 6, Personal Contacts

Contacts are usually face-to-face, by phone or in writing with coworkers, contractors, permittees, landowners, and Forest visitors.

Factor 7, Purpose of Contacts

Contacts are to receive or give work instructions, exchange information with coworkers, explain contract or permit, obtain cooperation, explain program objectives, give facts and provide service to Forest users. Incumbent needs the ability to meet and deal, as contacts include persons who are uncooperative or hostile or who have different viewpoints, goals or objectives.

Factor 8, Physical Demands

Work requires some physical exertion such as walking over wet, rough, uneven surface; bending, courching, stooping, stretching, reaching or similar activities. The work requires average agility and dexterity.

Factor 9, Work Environment

Work is performed in a forest environment in which temperature and weather extremes may be encountered and where the terrain may be steep, uneven, rocky and covered with thick vegetation. The work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5004	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
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b Supervisor						
c Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5004

FORESTRY AID, GS-462-3

Introduction

This position is located on a Ranger District and performs technical duties in support of the timber management program.

Major Duties

Takes or records simple measurements, such as running compass lines and measuring and recording distances; measures heights, diameters and growth of trees; and determines common species.

Uses such tools as increment borer, bark punch, diameter tape, Abney level, compass, chain, etc.

May perform other resource work as required, including fire suppression as qualified.

Factor 1, Knowledge Required by the Position

Knowledge of basic procedures for recording timber measurements.

Ability to identify common tree species.

Skill to work effectively with coworkers and resource users.

Knowledge of accepted safety practices to prevent injury and loss of life.

Knowledge and skill to use simple instruments such as tape, level, compass, or chain.

Factor 2, Supervisory Controls

Assignments of routine work are made by immediate supervisor with instructions on the methods to use.

Specific and detailed instructions are provided for new and different work.

Recurring tasks are reviewed for accuracy upon completion. Nonroutine work is checked frequently to determine quantity and quality.

Factor 3, Guidelines

Guidelines include established precedents and procedures and verbal and written instructions from the immediate supervisor.

Little or no interpretation is required and course of action is usually obvious.

Factor 4, Complexity

Work consists of a variety of routine, frequently recurring tasks.

Assignments are limited to areas which usually pose no problems and where action to be taken is easily identified.

There is little difficulty or orginality involved in the work.

Factor 5, Scope and Effect

The work consists of technical tasks in support of the timber management program.

The work supports the duties of higher grade personnel and has an impact on the general efficiency of projects.

Factor 6, Personal Contacts

Contacts are with coworkers and forest users.

Factor 7, Purpose of Contacts

Contacts are made to provide information and answer routine questions about assigned resource areas.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky and covered with thick vegetation. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots, goggles, and hardhats.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5005	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5005

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position is established on a Ranger District to perform such duties as cruising, sale layout, marking, and contract inspection.

Major Duties

Performs preparatory work for timber cruises, such as traversing and mapping units to be cruised; estimates volumes and quality of timber during cruises using established standards; measures diameters, heights, and limited defects; summarizes and reports data collected as to type, grade, species, size, etc.; describes general conditions found, including possible logging difficulties; and helps to prepare timber sale maps.

Marks timber using well defined marking rules, established marking guides, and specific instructions.

Determines merchantable volume by use of prescribed volume tables, techniques, and specific instruction.

Participates as a crew member or as a leader of a small crew in marking boundaries of sale areas.

Monitors and inspects the operations of small contract or agency crews engaged in planting tree seedlings; collecting and recording damage, stocking, and growth data on tree plantations; collecting and classifying cones as to condition and species; timber stand improvement and similar standardized work. Checks for compliance with standard requirements and calls noncompliance to the attention of the supervisor.

As assigned performs resource work in other areas, such as inspecting reforestation contracts, fire suppression, or burning slash.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry methods and techniques, and appreciation of resource values and relationships to carry out assigned work.

Knowledge of common timber types and ability to identify obvious defects.

Basic knowledge of cruising techniques, logging methods, mapping techniques, and Forest Service policies and objectives for timber sale preparation.

Skill in the application of standard methods and standard technical guidelines, in making accurate notes and reports, and in use of basic tools.

Ability to recognize inconsistencies and deviations from basic requirements.

Factor 2, Supervisory Controls

Supervisor assigns work involving familiar conditions and methods in terms of objectives to be achieved and without explicit instructions if standard work methods can be used. Explicit instructions are provided when unfamiliar methods and conditions are involved.

Employee is expected to resolve recurring technical problems on the basis of previous experience without reference to the supervisor.

Work involving familiar conditions and methods is spot-checked in process or upon completion for technical adequacy and adherence to instructions, but full review is given to more complex assignments.

Factor 3, Guidelines

Guidelines are detailed, well established, and readily available in the form of handbooks, manuals, correspondence, well-defined rules, and oral instructions.

Employee locates, selects, and applies guidelines where standard methods can be used, and brings to the attention of the supervisor those situations where deviations from the guidelines appear warranted.

Factor 4, Complexity

Employee is responsible for a variety of regularly recurring tasks requiring the use of skill and judgment in well-defined situations.

Work methods are standard and well established.

The employee must be able to recognize the existence of differences among standardized situations.

Factor 5, Scope and Effect

The work consists of technical tasks in support of the timber management program.

The collection and reporting of information and application of marking rules affect the work of others on the District and the performance of work to be accomplished under timber sale contract.

Factor 6, Personal Contacts

Most contacts are with employees of the immediate unit, and occasionally with forest users.

Factor 7, Purpose of Contacts

Contacts are made to receive instructions, explain work methods used, and to clarify information reported.

Factor 8, Physical Demands

The work requires strenuous physical exertion, including walking, climbing and some bending.

Factor 9, Work Environment

There is exposure to moderate discomforts in work vehicles and on forest lands, including seasonal variations in temperature and precipitation. The forest environment is characterized by steep, brushy, and unstable terrain. The work requires the use of safety equipment such as boots, goggles, and hardhats.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N5006	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	Lgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5006

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position is established on a Ranger District to perform technical duties supporting a silvicultural program.

Major Duties

Inspects contracts for reforestation or timber stand improvement work such as planting, thinning, fertilizing, release, stand exam, cone collection, machine piling of slash, and animal damage control.

Examines plantations to determine present tree stocking and survival, tree species and conditions, presence of plantable areas for replanting or interplanting, brush species and density, evidence of animal or rodent damage.

Collects and classifies cones as to species and condition, and selects trees for tree improvement and reforestation cone collection.

Assists in preparation of contracts for planting, thinning, fertilization, release, etc., by performing unit traverse, map preparation, transferral of data into standard contract models and informal unit exam.

Plants trees and releases trees from vegetative competition by manual or chemical methods.

As assigned performs resource work in other areas, such as inspecting reforestation contracts, fire suppression, or burning slash.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry methods and techniques and appreciation of resource values and relationship to carry out assigned work.

Knowledge in the use of measuring devices and accurate recording techniques needed to recognize inconsistencies in order to report on resource condition.

Knowledge of plant and tree species in the area, what different animal damage looks like, and what plant competition is in order to collect needed information and summarize what is found.

Factor 2, Supervisory Controls

Assignments of routine work are made by immediate supervisor without specific instructions as to methods. Detailed instructions are provided for new assignments.

The employee uses initiative in carrying out recurring assignments independently. Technical or controversial problems are referred to the supervisor.

Completed work is reviewed for technical adequacy and adherence to instructions. Complex assignments are reviewed in process.

Factor 3, Guidelines

Guidelines include project work plans, handbooks, growth tables, and verbal and written instructions.

Little interpretation is required and the decision of which to use is usually obvious; however, judgment is needed at times in locating and applying the appropriate guide.

Factor 4, Complexity

Projects require a general understanding of resource management plans and instructions developed by foresters or higher level technicians.

Assignments are limited to those which pose few problems and where action to be taken can be easily determined. The work usually concerns a phase or segment of a project.

The employee is not involved with setting new precedents or establishing standards. Decisions are based on tried, established, and proven procedures.

Factor 5, Scope and Effect

The technical work supports timber management work done by higher-level technicians and professional foresters by providing factual data on which decisions are based.

The accuracy of the technical work has an important impact on subsequent work performed by others on the unit.

Factor 6, Personal Contacts

Personal contacts are with coworkers within the immediate organization and with contractors.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain, clarify, or give facts and information directly related to assignments, and to monitor and report on the status of contract work.

Factor 8, Physical Demands

The requires moderate to strenuous physical exertion such as long periods of standing, walking over rough, uneven, or rocky surfaces, and recurring bending.

Factor 9, Work Environment

The work is performed in a forest environment where terrain may be uneven, rocky, and covered with thick vegetation. Climatic conditions range from extremely dry to extremely wet. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots, goggles, and hardhats.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N5003	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5003

FORESTRY TECHNICIAN, GS-462-5

Introduction

This position is located on a Forest Service unit to perform reforestation, timber stand improvement, and forest tree improvement work.

Major Duties

Inspects silvicultural contract work (e.g., planting, thinning, seeding, site preparation) for compliance with contract. Explains steps necessary for compliance to contractor and reports violations to COR. May act as COR on various reforestation contracts.

Examines sapling and larger stands to collect and record data on stocking (density, condition), disease, site index, and ground vegetation. Makes recommendations for areas requiring remedial action.

Examines plantations to assess numbers of tree seedlings present, condition, and growth and survival rates, and evidence of animal or rodent damage.

Measures prospective parent seed trees using established procedures to determine which trees have superior growth characteristics.

Determines the relative abundance and species of seed cones by observing the developing cone and pollen buds.

As assigned, performs resource work in other functional areas, including fire suppression as qualified.

Factor 1, Knowledge Required by the Position

Knowledge of common forestry practices to perform the assigned tasks.

Knowledge of common timber types and ground vegetation to recommend needed work and perform exams competently.

Knowledge of technical specifications on contracts for precommercial thinning, tree planting, and cone collection to perform inspection of contract.

Knowledge of data summary and display techniques to understand and make reports, maps, and graphs used in normal forestry work.

Knowledge of safe working practices.

Factor 2, Supervisory Controls

Supervisor assigns work in terms of the objectives to be achieved and without expicit instructions on work methods.

Assistance is provided to help solve technical problems involving unfamiliar methods and concepts, but employee is expected to resolve independently problems of a type previously encountered.

Completed work is reviewed for technical adequacy and the propriety of work methods used.

Factor 3, Guidelines

Guidelines as to standard methods and techniques, policies, and other requirements are readily available in the form of handbooks, manuals, correspondence, and oral instructions.

Employee selects and adapts procedures to meet field conditions, but modifications to guidelines are minor and made after consultation with supervisor.

Factor 4, Complexity

Employee is responsible for a variety of operations following established procedures and precedents. The incumbent collects data on density and condition of trees and ground vegetation; insect, disease, and animal damage of stands; and plantations that are generally pure.

Employee applies an appreciation for resource interrelationships to identify areas that deviate from the expected and require remedial action.

Factor 5, Scope and Effect

The purpose of the work is to perform reforestation, timber stand improvement, and tree improvement assignments.

The decisions and judgments made by the employee in collecting and reporting resource characteristics, quantity, and quality information affect the work of others on the District and the performance of work under service contracts.

Factor 6, Personal Contacts

Contacts are with other unit employees, contractors, and their personnel.

Factor 7, Purpose of Contacts

Contacts are made to receive instructions, explain work methods, clarify information and explain contract inspection methods.

Factor 8, Physical Demands

The work requires strenuous physical exertion, including long periods of walking, climbing, and some bending.

Factor 9, Work Environment

There is exposure to moderate discomforts in work vehicles and forest land, including seasonal variations in temperature and precipitation. The Forest environment is characterized by steep, brushy, and unstable terrain. Work requires the use of safety equipment such as boots, gloves, goggles, and hardhats.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2024	4a. FLSA STATUS N E - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2024

FORESTRY TECHNICIAN, GS-462-5

Introduction

This position is located on a Ranger District to perform timber marking duties in support of the timber management program.

Major Duties

Selects and marks individual trees to be harvested as sawtimber, pulpwood, or nonconvertible wood products.

Cruises stands as marking progresses to obtain a sample of product volume and grades of trees marked.

Recognizes trees which are to be identified and preserved as wildlife habitat trees.

Observes and reports areas of possible archeological significance.

Participates in other aspects of resource support work such as recreation, maintenance, sale preparation, etc.

In fire emergency situations, accomplishes firefighting assignments as qualified.

Factor 1, Knowledge Required by the Position

Knowledge of forestry practices and techniques, including application of silviculture prescriptions, aerial photographs, maps, environmental analysis reports, and like guides in order to independently mark timber on an individual tree selection basis in both standard and special components.

Knowledge of tree grading criteria sufficient to recognize the grades of individual trees.

Knowledge of other resource areas, such as wildlife management or archeology, in order to recognize situations which require specific protection measures.

Factor 2, Supervisory Controls

The supervisor provides assignments in terms of objectives to be achieved and without explicit instructions on work methods.

Assistance is provided to help solve technical problems involving unfamiliar methods and concepts, but employees is expected to resolve independently problems of a type previously encountered.

Completed work is reviewed for technical adequacy and the propriety of work methods used.

Factor 3, Guidelines

Guidelines consist of silviculturist prescriptions, environment analysis reports, and other written material.

The guides require independent interpretation in actual application in marking timber. The technician is accountable for recognizing situations in which the guides are not directly applicable and for suggesting deviations deemed appropriate.

Factor 4, Complexity

The work consists of applying sale area plans and project work plans to field situations.

The species, stand density, extent of defect, grades, etc., vary with the location, requiring judgment to estimate volume and extent of defect. Assignments are generally in areas where the incumbent is familiar with the species, growth habits, etc. For example, silvicultural features vary little from stand to stand and most stands contain one or two dominant species.

Factor 5, Scope and Effect

The purpose of the work is to apply on-the-ground the prescriptions, methods, and plans which have been prepared and approved.

The accuracy of the work affects the volume of timber removed and the value received for the timber. The work also has an effect on the silvicultural practices on the sale area and may affect the future ability of the land to produce timber.

Factor 6, Personal Contacts

Contacts are with coworkers, and other technicians and professionals within the unit.

Factor 7, Purpose of Contacts

The contacts are to exchange information and clarify instructions.

Factor 8, Physical Demands

The work requires moderate to strenuous physical exertion such as long periods of standing, working, and climbing steep slopes.

Factor 9, Work Environment

The work is performed in a forest environment where the terrain may be steep, uneven, rocky, covered with thick tangled vegetation, etc. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, gloves, goggles, and hardhats.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5077	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LEAD FRSTRY TECHNCN	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84

Signature — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5077

LEAD FORESTRY TECHNICIAN, GS-462-5

Introduction

This position is located on a Ranger District to perform duties in support of a silvicultural program and provide leadership and direction to a crew performing a variety of field measurement, collection and monitoring tasks.

Major Duties

Inspects silvicultural service contracts.

Monitors and inspects planted tree seedlings for conformance to standards and to determine reasons for failures. Collects and records vegetation, damage, stocking, and growth data on tree seedlings and plantations.

Collects and classifies cones as to species, condition, and origin.

Performs or monitors genetic tree improvement work.

Prepares related records and reports.

Performs fire suppression duties, slash burning, and other forestry related duties as assigned.

Serves as leader of a crew consisting of three or more employees including at least one GS-4. Orients new crew members and provides on-the-job instructions and guidance; distributes and balances workload among crew members, keeping in touch with the status and progress of work and making indicated adjustments; keeps time and approves minor or emergency leave, and amends or rejects work not meeting established standards. Resolves informal complaints, reports on performance of employees, and suggests awards.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry with sufficient knowledge of standard silvicultural practices such as planting, stocking surveys, cone collection and genetic tree improvement to perform assignments.

Skill in leading other workers sufficient to carry out work assignments with minimal problems.

Knowledge of a variety of trees and other species common to the area to identify vegetation and help identify threatened and endangered species.

Skill in the use of measuring devices and recording techniques related to silvicultural practices in order to measure and report on resource conditions including microclimate measuring devices to measure seedling environment conditions.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent is responsible for carrying out routine technical work independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for technical adequacy.

Factor 3, Guidelines

Guidelines include project work plans, handbooks, charts, growth tables, and verbal and written instruction from the supervisor.

These require judgment to be applied to the field situations in order to decide which guide, practice or common variation applies.

Factor 4, Complexity

The work consists of applying project work plans and silvicultural prescription objectives to field situations, requiring technical understanding of resource management plans and instructions developed by foresters. Silvicultural features vary considerably from stand to stand and can contain as many as 13-14 species. Judgment is required to interpret field conditions to accurately record situations and conditions. Assignments are generally in areas where establishment is familiar to some extent with the species, growth habit and establishment requirements.

Factor 5, Scope and Effect

The purpose of the work is to apply on-the-ground prescriptions, methods, and plans which have been prepared and approved.

The accuracy of the technical work impacts subsequent work performed by others on the unit, and the silvicultural practices on the area, and may affect the future ability of the land to produce timber.

Factor 6, Personal Contacts

Contacts are with coworkers and other technicians and professionals within the organization.

Factor 7, Purpose of Contacts

The contacts are to exchange information and clarify instructions.

Factor 8, Physical Demands

The work requires moderate to strenuous physical exertion such as long periods of standing, walking, and climbing steep slopes.

Factor 9, Work Environment

Works in forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of insect bites, contact with poisonous plants, etc. Works around heavy logging equipment. Hardhat, boots, and gloves are required.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR CODE
11			N5078	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician	GS	462		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): LEAD FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5078

LEAD FORESTRY TECHNICIAN, GS-462-5

Introduction

This position is located on a Ranger District to perform presale duties, including cruising, sale layout and marking. Serves as a working leader of a crew or performs tasks on an individual basis.

Major Duties

Performs preparatory work for timber cruises, such as traversing and mapping units to be cruised; estimates volumes and quality of timber during cruises using established quality standards; measures diameters, heights, limited defects, etc; summarizes and reports data collected as to type, grade, species, size, etc.; describes general conditions found, including possible logging difficulties; and helps to prepare timber sale maps.

Marks timber using well defined marking rules, established marking guides, and specific instructions.

Determines merchantable volume by use of prescribed volume tables, techniques, and specific instructions.

As assigned, performs resource work in other areas such as inspecting reforestation contracts, fighting fire, or burning slash.

Serves as leader of a crew consisting of three or more employees including at least one GS-4 level. Orients new crew members and provides on-the-job instructions and guidance; distributes and balances workload among crew members, keeping in touch with the status and progress of work and making indicated adjustments; keeps time and approves minor or emergency leave, and amends or rejects work not meeting established standards. Resolves informal complaints, reports on performance of employees, and suggests awards.

Factor 1, Knowledge Required by the Position

Practical knowledge of standard forestry practices, methods, and techniques.

Knowledge of standard cruising methods such as 3P and fixed and variable plot.

Knowledge of a variety of trees common to the area to identify species.

Knowledge of standard tree grading procedures to estimate defect.

Knowledge of well-defined marking prescriptions.

Skill in use of cruising, marking and layout tools such as Relaskop, diameter tape, and compass.

Skill in leading other's work and the ability to gain their confidence and respect.

Factor 2, Supervisory Controls

The supervisor assigns work involving familiar concepts in terms of objectives to be achieved.

The incumbent carries out normal assignments and solves routine technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for technical adequacy.

Factor 3, Guidelines

Guidelines consist of handbooks, volume tables, guides to identifying and estimating defect, marking guides, and standard techniques such as cruising and grading methods.

These rules require judgment to be applied to the field situations in order to decide which guide, practice or common variation applies.

Factor 4, Complexity

Employee is responsible for a variety of recurring tasks requiring the use of skill and judgment in well-defined situations. Work methods are standard and well established. The employee must be able to recognize the existence of differences among standardized situations.

Factor 5, Scope and Effect

The purpose of the position is to serve as a working leader of a crew performing presale duties, including cruising, sale layout, and marking.

Employee's decisions and judgments in the collection and reporting of information and application of marking rules affect the work of others on the unit and the performance of work to be accomplished under timber sale contract.

Factor 6, Personal Contacts

Most contacts are with employees of the immediate unit.

Factor 7, Purpose of Contacts

Contacts are to receive instructions, explain work methods used, and clarify information reported.

Factor 8, Physical Demands

The work requires strenuous physical exertion, including walking, climbing, and some bending.

Factor 9, Work Environment

Works in forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of insect bites, contact with poisonous plants, etc. Works around heavy logging equipment. Hardhat, boots, and gloves are required.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5072	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.	4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician	GS	462		6	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LEAD FRSTRY TECHNCN	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5072

LEAD FORESTRY TECHNICIAN, GS-462-6

Introduction

This position is located on a National Forest and is assigned duties in support of a timber management program. Serves as a working leader of a crew and performs tasks on an individual basis.

Major Duties

Serves as a work leader of a small crew consisting of three or more employees (at least one of which is at the GS-462-5 grade level) engaged primarily in tree marking activities.

Lead responsibilities include distributing workload among employees, checking status and progress of work and making adjustments, accepting finished work and amending or rejecting work not meeting standards, instructing employees in specific task and job techniques, giving on-the-job training to new employees, checking working conditions and ensuring work is done safely, monitoring performance and disciplinary problems, resolving simple informal complaints of employees, reporting on employee performance, and making reports including worktime and leave of employees.

Estimates volume, defect, and quality of timber in a given area.

Under supervision of professional forester, and using preestablished marking rules, selects and marks trees to be harvested or left uncut. Prepares area maps and marks boundaries.

Summarizes cruising and marking data and prepares reports.

Performs other resource or fire duties as qualified and assigned.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry techniques and procedures to perform marking and cruising duties.

Knowledge of standard cruising methods such as 3P and fixed and variable plot.

Knowledge of a variety of trees common to the area to identify species.

Knowledge of standard tree grading procedures to estimate defect.

Knowledge of well-defined marking prescriptions.

Skill in use of cruising, marking and layout tools such as Relaskop, diameter tape, and compass.

Skill in leading other workers and the ability to gain their confidence and respect.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent carries out normal assignments and solves normal technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for technical adequacy.

Factor 3, Guidelines

Guidelines consist of handbooks, volume tables, guides to identifying and estimating defect, marking guides, and standard techniques such as cruising and grading methods.

These rules require judgment to be applied to the situation encountered in the field in order to decide which guideor practice applies.

Factor 4, Complexity

The work consists of applying sale area plans and project work plans to field situations. The species, stand density, extent of defect, grade, etc., vary with the location, requiring judgment to estimate volume and extent of defect. Assignments are generally in areas where the incumbent is familiar with the species, growth habits, etc. Silvicultural features vary little from stand to stand and most stands contain one or two dominant species.

Factor 5, Scope and Effect

The purpose of the work is to apply, on the ground, the prescriptions, methods and plans which have been prepared and approved.

The accuracy of the work affects the volume of timber removed and the value received for the timber. The work also affects the silvicultural practices on the sale area and may affect the future ability of the land to produce timber.

Factor 6, Personal Contacts

Contacts are with other technicians and professionals within the unit.

Factor 7, Purpose of Contacts

The contacts are to exchange information and clarify instructions.

Factor 8, Physical Demands

The work requires moderate strenuous physical exertion such as long periods of standing, working, and climbing steep slopes.

Factor 9, Work Environment

The work is performed in a forest environment where the terrain may be steep uneven, rocky, and covered with thick, tangled vegetation. Temperatures range from very dry to extremely wet. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, gloves, goggles and hardhat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5073	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5073

FORESTRY TECHNICIAN, GS-462-7

Introduction

This position is located in a Forest Service unit to scale logs from timber sales at one or more locations.

Major Duties

Determines gross and net volume of logs as described in timber sale contracts for the purpose of establishing volumes and values for billings to timber purchasers through the timber sale accounting system.

Identifies log brand, determines species of logs, measures diameter and length, and records information in prescribed manner and format.

Identifies nature and extent of log defects and calculates volume of defective wood by applying experienced judgment to prescribed rules in a consistent, unbiased manner.

Identifies log damage caused by poor logging practices such as breakage, improper trim allowance, and defects due to abnormal delay in presentation for scaling, according to prescribed instructions.

May train scalers, check scale other scalers, or relief scale at other locations.

Periodically observes logs being sawn to improve accuracy of estimating behavior of defective wood and nature and extent of damage.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques. Thorough knowledge of log characteristics to identify various species.

Thorough familiarity with the log brands which will come through assigned stations.

Thorough knowledge of the techniques of using scale sticks and tapes to measure log diameters, lengths, and dimensions of defects.

Thorough knowledge of the identification and behavior of about 15 kinds of biological, mechanical, and insect or fire-caused defects to calculate volume to be deducted as unuseable. Extended practice, training, and experience are required.

Thorough knowledge of the National Forest Log Scaling Handbook and the sections of the timber sale contract pertaining to utilization and scaling specifications.

Working knowledge of manual, ADP, or other systems used to record scale data.

Knowledge of basic math to compute volumes and values.

Knowledge of log accountability procedures and painting and branding requirements in the Forest Service manual and timber sale contracts.

Factor 2, Supervisory Controls

The scaler works without supervision under usual conditions.

The scaler resolves routine problems independently and refers to the supervisor those differences or problems that are not readily settled.

Occasional check-scales are made by the supervisor or a check scaler, and limited spot checks are made of scale records and reports.

Factor 3, Guidelines

Written guides include the National Forest Log Scaling Handbook, the timber sale contract, and scaler information forms. Guides are specific and detailed but extensive.

Guides and procedures are applied with judgment but with little deviation. The incumbent must consistently produce results within prescribed accuracy standards.

Factor 4, Complexity

The incumbent may be required to scale logs at different locations and under a wide variety of conditions. The location and conditions may include trucks, roll outs, or mill decks. Each sale requires separate identification of scale data. Logs vary extensively in size and defects.

This requires specific knowledge of each to properly calculate the volume of defective wood. Timber sale contracts vary as to utilization standards requiring alertness to properly apply contract minimum specifications to the scaling job. Logs are often presented in a manner which makes it difficult to obtain the basic measurements, such as frayed or hidden log ends, rapid presentation, hidden logs, dusty, muddy, or scummed-over log ends, broken pieces, etc. Incumbent must recognize improper log accountability situations and document findings for disposition by supervisor. Value of logs scaled per day is significant. A high degree of accuracy is necessary to avoid claims or appeals on charges made to purchasers.

Factor 5, Scope and Effect

The purpose of the work is to determine the board foot volume of logs which is the basis for payment of stumpage values to the Government.

The net scale affects economics of several operations including payment to contract loggers, truckers, timber fallers, etc. Twenty-five percent of the gross receipts is returned to counties based on scaled volume.

Factor 6, Personal Contacts

Contacts are with timber purchaser representatives, truckers, mill foremen, yard operators, and others.

Factor 7, Purpose of Contacts

Contacts are to provide pertinent information concerning scale results and help establish efficiency in scaling such as managing work hours and the presentation of logs for scaling.

Factor 8, Physical Demands

Work requires constant standing, walking, bending, reaching, climbing, and prolonged activity without rest breaks.

Factor 9, Work Environment

Work surfaces are frequently wet and slippery, and may be sloping, uneven, vibrate, or otherwise provide insecure footing. Little or no protection is provided from varying seasonal weather. Heavy boots, pants, and hardhat are needed. Works around heavy moving machinery.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5002	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5002

FORESTRY TECHNICIAN, GS-462-7

Introduction

Position is located on a Forest Service unit and has primary responsibilities in the administration of timber sales having conventional contract requirements and conditions.

Major Duties

Monitors and inspects timber sale operations having conventional contract requirements and conditions.

Interprets and explains timber sale contract provisions to the timber operator. Informs supervisor of problems that have an effect on other forest resources or accuracy of marking and scaling.

Inspects going timber sales areas for compliance with contract clauses governing location and construction of nonsystem roads, fire prevention, personal safety precautions, and cutting provisions. Obtains compliance or reports noncompliance to supervisor.

Prepares written reports of all sale inspections and makes follow-ups on deficiencies. Performs final inspections and recommends acceptance of the contract for closure.

Performs other work as required such as TSI, reforestation and fire suppression as qualified.

Factor 1, Knowledge Required by the Position

Substantial practical knowledge of applied forestry practices, a good working knowledge of timber resource characteristics, and a good appreciation for interrelationships between resource values to carry out conventional sale administration duties.

Knowledge of Forest Service objectives, policies, and guidelines in order to apply them to the work.

Knowledge of timber sale contract provisions and working knowledge of standard logging techniques to resolve typical problems encountered under timber sale contracts.

Knowledge and basic skills in oral and written communications and math, to analyze field data, appraise products, and prepare reports and records.

Factor 2, Supervisory Controls

The supervisor assigns sales projects and priorities, provides information on small sales program and objectives, provides guidance in work planning, and is available for consultation and advice where procedures or methods to be used differ from tried and approved methods.

The incumbent completes project plans and schedules work on own initiative.

The supervisor reviews the work for techniques and methods used and for compliance with plans and prescriptions.

Factor 3, Guidelines

Guidelines as to standard methods and techniques, policies, regulations, and other requirements are readily available in the form of handbooks, manuals, correspondence, EARs, and oral instructions.

Employee selects appropriate guidelines and adapts them where precedents are not fully applicable.

Factor 4, Complexity

Employee is independently responsible for the planning and completion of conventional timber sale administration and related assignments of substantial variety for which precedents are not fully applicable.

The work requires the ability to recognize situations which require deviation from normal contract requirements and to implement modifications to standard methods to meet the conditions found.

Factor 5, Scope and Effect

The purpose of this position is to administer timber sales having conventional contract requirements and conditions.

The planning and onsite decisions and judgments made by the employee facilitate the work of other employees on the unit, and the work of timber purchasers.

Factor 6, Personal Contacts

Contacts are with other employees on the District, SO specialists, and with timber purchasers and their representatives.

Factor 7, Purpose of Contacts

Contacts are to identify and resolve operating problems, to inform others about the meaning of contract provisions and Forest Service policies, to clarify information, and to seek adherence to contract requirements.

Factor 8, Physical Demands

The work requires walking and climbing in steep, uneven terrain, usually covered with trees, brush and other vegetation, and/or rock debris.

Factor 9, Work Environment

Work surfaces are frequently wet and slippery, and may be sloping, uneven, or otherwise provide insecure footing. Little or no protection is provided from varying seasonal weather. Heavy boots, pants, hardhats, etc., are needed.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5001	4a. FLSA STATUS N E - EXEMPT N - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5001

FORESTRY TECHNICIAN, GS-462-7

Introduction

This position is established on a Forest Service unit to perform a variety of technical tasks associated with timber stand improvement and reforestation.

Major Duties

Assists in the preparation of project work plans for TSI and reforestation activities.

Performs reforestation and stocking surveys in accordance with established procedures to determine planting needs, need for site preparation, plantation conditions, and seedling survival.

Performs surveys to determine degree and kind of animal and insect damage existing on the District.

Performs timber stand improvement surveys to determine stand conditions and the need for precommercial thinning and mistletoe treatment. Traverses project areas, determines acreage, and drafts maps of those areas.

Collects technical data needed to prescribe stand treatment; measurements include radial growth, basal area, site index, stand density, stand conditions, etc. Based on field analysis, assists in preparation of the technical specifications for TSI, tree planting, or tree thinning contracts.

Serves as COR or inspector on specific contracts as assigned and/or supervises force account projects. Ensures all provisions are enforced and proper measures are taken to protect or enhance values in accordance with contract objectives. Prepares and submits related inspection reports; checks for compliance on needed corrective actions, and recommends final acceptance of the contract upon completion.

Assists in preparation of recurring reports associated with the unit TSI and reforestation program.

Performs other duties, including fire suppression as qualified.

Factor 1, Knowledge Required by the Position

Substantial practical knowledge of standard forestry practices, methods and techniques in order to carry out TSI and reforestation projects.

Knowledge of various methods of conducting timber surveys and the variety of forest cultural treatments available.

Basic knowledge of contract provisions and procedures applicable to TSI and reforestation projects to identify and resolve problems encountered in ensuring contract compliance.

Knowledge and ability to use aerial photographs for stand delineation and field location of cruise lines.

Factor 2, Supervisory Controls

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

Employee is expected to carry out work independently, and resolve problems of a type previously encountered, while receiving more specific instructions for new or more complex assignments.

Work progress is spot-checked to ensure technical adequacy and that objectives are met in a timely manner.

Factor 3, Guidelines

Guidelines are available in the form of Forest Service manuals, handbooks, and procedures developed to handle unique problems. Environmental assessment reports (EAR's) serve as guides on how to coordinate activities with other resource considerations.

Employee selects and adapts procedures to meet field conditions, which often involves modification of tecnical guidelines.

Factor 4, Complexity

Employee is responsible for the planning and completion of assignments. The incumbent faces a wide range of activities, each with unique and different procedures. While most activities are guided by established precedents and procedures, a highly variable work environment complicates the task.

Tasks involve related sequential steps where conditions are generally apparent, comparable, and hold limited complication factors, but employee is required to identify deviations form standard procedures and conditions.

Factor 5, Scope and Effect

The purpose of the work is to conduct surveys and exams vital to the planning and implementation of silvicultural treatments.

Work performed directly affects the work of others on the unit, as well as private companies under contract to the Forest Service, and has a direct effect on the future ability of the land to produce a ready supply of timber.

Factor 6, Personal Contacts

Contacts are with other District employees, SO specialists and contractors.

Factor 7, Purpose of Contacts

Contacts are made for giving and receiving information and instructions, resolving problems, supervising crews, and to interpret, explain, and obtain compliance by contractors.

Factor 8, Physical Demands

The work requires walking and climbing in steep, uneven terrain, usually covered with trees, brush and other vegetation, and/or rock debris.

Factor 9, Work Environment

Work surfaces are frequently wet and slippery, and may be sloping, uneven, or otherwise provide insecure footing. Little or no protection is provided from varying seasonal weather. Heavy boots, pants, hardhats, etc., are needed.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N5076	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE	6. REASON FOR SUBMISSION CODE			7. OPM CERTIFICATION NO
0 - NO 1 - NON-CRITICAL 2 - CRITICAL		1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.	4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)	15. WORKING TITLE, IF ANY (ABBREVIATED)
FRSTRY TECHNCN	

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ____________

Typed Name: and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg — Signature
4-2-84 — Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5076

FORESTRY TECHNICIAN, GS-462-7

Introduction

Position is located on a Ranger District to perform presale, sale administration and similar duties as part of the timber organization.

Major Duties

Prepares, develops, and executes timber cruises and sample surveys to develop resource information and estimate quality and quantity of timber for purpose of appraisal, sales administration, management planning, and logging plans.

Assembles and summarize data, and prepares reports and maps regarding areas cruised.

Lay outs sales in accordance with EAR and other instructions, considering variables such as accessibility, steep slopes, stream protection, nesting tree protection, wildlife impacts, fuels management and regeneration requirements. Brings to attention of responsible individual situations where specific prescriptions do not fit ground conditions. Independently marks trees using and adapting complex marking rules in areas complicated by variations in type, species composition, defect, site, age, class, etc.

Prepares timber sale appraisals considering resource protection needs, cooperative changes, volume estimates, logging methods, improvement and regeneration needs, etc.

Prepares complete contract package. Explains appropriate rules, regulations and contract provisions to prospective purchasers and operators.

Prepares timber sale reports, describing resource and topographic features; prepares timber sale maps, recommends or drafts EAR provisions, prepares tentative logging plans.

Monitors and inspects timber sale operations having conventional contract requirements and conditions.

Interprets, explains, makes minor modifications and enforces timber sale contract provisions and Forest Service procedures, policies and standards. Prepares written reports of all sale inspections and follows up on deficiencies.

Performs final inspections and recommends acceptance of the contract for closure.

Performs other multifunctional work as assigned such as wildlife, TSI, reforestation and fire control duties.

Factor 1, Knowledge Required by the Position

Substantial practical knowledge of forestry practices, good working knowledge of timber and land resource characteristics, and understanding of complex interrelationships between resource values.

Knowledge of Forest Service objectives and policies.

Knowledge of timber sale contract provisions and thorough working knowledge when there is variety in timber types, stand conditions, defect types, and cutting practices.

Skill in the application of surveying and map-making techniques and the use of related instruments.

Knowledge of a wide variety of marking rules and techniques to recognize appropriate situations for their use.

Factor 2, Supervisory Controls

Supervisor assigns projects in terms of objectives but may supply instructions or reference material for new or unusual assignments.

Employee makes independent decisions on technical matters which are familiar, exercising initiative and resourcefulness in planning and execution. Employee may develop revisions to standard work methods, while supervisor approves complex modifications.

Familiar work assignments are occasionally spot checked for technical adequacy, while unusual or new work aspects are more closely reviewed.

Factor 3, Guidelines

Guidelines as to standard methods and techniques, policies, regulations, and other requirements are readily available in the form of handbooks, manuals, correspondence, EARs, and oral instructions.

Employee selects appropriate guidelines and adapts them where precedents are not fully applicable.

Factor 4, Complexity

Employee is independently responsible for the planning and completion of conventional timber sale administration, presale, and related assignments of substantial variety for which precedents are not fully applicable. The work requires the ability to recognize situations which require deviation from normal contract requirements, silvicultural prescriptions, and survey guidelines and to implement modifications to standard methods to meet the conditions found.

Factor 5, Scope and Effect

The purpose of the work is to perform presale and sale administration duties for the District.

The planning and onsite decisions and judgments made by the employee facilitate the work of other employees on the District, and the work of timber purchasers.

Factor 6, Personal Contacts

Contacts are with other employees on the District, SO specialists, and timber purchasers and their representatives.

Factor 7, Purpose of Contacts

Contacts are to identify and resolve operating problems, inform others about the meaning of contract provisions and Forest Service policies, clarify information, and administer contract requirements.

Factor 8, Physical Demands

This work involves both field and office work. Work in the field often requires physical exertion in rugged terrain under adverse conditions.

Factor 9, Work Environment

Works in forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of insect bites, contact with poisonous plants, etc. Works around heavy logging equipment. Hardhat, boots, and gloves are required.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N5075	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	Kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ____________

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5075

FORESTRY TECHNICIAN, GS-462-7

Introduction

This position is established at the Ranger District level to perform presale duties, including reconnaissance, cruising, sale layout, marking, preparation of appraisals for timber sales, and making recommendations regarding provisions of proposed timber sale contracts.

Major Duties

Participates in multi-resource reconnaissance for planned timber sales. Prepares, develops and executes timber cruises, traverses and sample surveys to estimate quality and quantity of timber for planned sales. Assembles and summarizes data, and prepares reports and maps regarding areas cruised.

Lays out sale area boundaries in accordance with EAR and other instructions, considering factors such as accessibility, steep slopes, stream siltation and obstruction, fuels management, silvicultural objectives, nesting trees protection, critical winter range, stream protection, and other multiple-use factors. Brings to attention of responsible individual situations where specific prescriptions do not fit ground conditions.

Assists in developing logging plans and preliminary road location.

Marks and cruises timber using prescribed marking guides in areas complicated by variation in species composition, defect, site, age, class, etc., and requiring recognition of variable stand conditions.

Prepares timber sale appraisal and contract packets. Appraisal work includes ADP or cruise data, applying ADP printouts to appropriate forms, and making calculations for appraisals.

Prepares timber sale reports, describing resource and topographic features; prepares timber sale maps; recommends or drafts EAR provisions.

Explains rules, regulation, and contract provisions concerning purchase of forest products to prospective purchasers, timber operators, etc.

Performs other multifunctional work as assigned in areas such as wildlife, TSI, recreation, or fire control.

Factor 1, Knowledge Required by the Position

Substantial technical knowledge of applied forestry practices, working knowledge of timber and land resource characteristics, and understanding of interrelationship between resource values.

Knowledge of Forest Service objectives and policies.

Skill in the interpretation of aerial photographs, maps, etc.

Knowledge of timber sale contract provisions and logging techniques.

Knowledge of cruising and data collection techniques to properly select applicable methods to a variety of timber types, stand conditions, defect types, and cutting practices.

Knowledge of a wide variety of marking rules and techniques.

Factor 2, Supervisory Controls

Supervisor assigns projects in terms of objectives, but may supply instructions or reference material for changed assignments.

Employee makes decisions on technical matters which are familiar, exercising initiative and resourcefulness in planning and execution. Employee may develop revisions to standard work methods, while supervisor approves major modifications.

Familiar work assignments are occasionally spot checked for technical adequacy, while new or unusual work aspects are more closely reviewed.

Factor 3, Guidelines

Guidelines as to standard methods and techniques, policies, regulations, and other requirements are readily available in the form of handbooks, manuals, EARs, and oral instructions.

Employee selects appropriate guidelines and adapts them where precedents are not fully applicable.

Factor 4, Complexity

Employee is responsible for the planning and completion of specific assignments. The work requires the ability to recognize operational problems and deviations from expected resource characteristics and to implement modification to standard work methods to meet conditions found.

Factor 5, Scope and Effect

The purpose of the work is to perform presale and sales preparation duties for the District.

The planning and onsite decisions and judgments made by the employee affect the activities of other timber management activities and work under timber sale contract.

Factor 6, Personal Contacts

Contacts are with other employees on the unit or the SO and occasionally with prospective timber purchasers.

Factor 7, Purpose of Contacts

Contacts are made to identify and resolve potential problems, to inform others about work methods, and to clarify information.

Factor 8, Physical Demands

This work involves both field and office work. Work in the field often requires physical exertion in rugged terrain under adverse conditions.

Factor 9, Work Environment

Works in forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of insect bites, contact with poisonous plants, etc. Works around heavy logging equipment. Hardhat, boots, and gloves are required.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE
	11			N5074	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		9	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5074

FORESTRY TECHNICIAN, GS-462-9

Introduction

This position is located on a Ranger District and has primary responsibilities in the administration of complicated timber sales having complex requirements and conditions.

Major Duties

Reviews the contract and related pre-sale data such as preliminary logging plan, environment assessment report, appraisal, etc. Determines that all prerequisites to contract work are taken care of such as, but not limited to, advance deposits, delegations of authority, road construction and timber cutting coordination, improvement locations, operating schedule, logging plan preparation, scaling arrangements, and environmental protection measures. Reviews plans and schedules with purchasers to assure common understanding of conditions and responsibilities.

Throughout the life of the sale, is responsible for continuing field inspection and control of purchaser's operations such as falling, skidding and yarding, loading, and hauling. Determines whether utilization, slash disposal, and erosion control are adequate. Documents all findings for the sale record. Takes appropriate action to correct deficiencies, and assesses penalties when needed. Insures that stream courses and other land features are protected.

Advises purchaser's field representatives of adequacy or inadequacy of operations and achieves compliance with contract terms, including safety and employment requirements.

Determines when log hauling may be allowed on system roads under construction, agreements, and monthly reports of progress. Initiates requests for payments, bond changes, or cooperative work. Reviews timber sale statements of account and maintains controls to insure that all payments and deposits are made.

Coordinates sale administration duties with other unit timber and related activities. Keeps supervisor informed of major problems.

Insures that all contractual obligations are met before making final inspection and recommending sale closure.

May train and supervise one or two inspectors or trainees who perform limited phases of sale administration.

Performs other duties as assigned, such as work in sale preparation or silviculture, or fire suppression duties as qualified and assigned.

Factor 1, Knowledge Required by the Position

Comprehensive knowledge of practical forestry methods, techniques and practices including tree species identification, practical surveying, timber volume estimating, log scaling, and slash disposal methods to locate points or lines on the ground; to evaluate utilization; to measure timber volume and assess penalties.

Thorough knowledge of logging equipment capabilities and applications and logging methods and their environmental impacts to evaluate operator practices.

Thorough knowledge of silvicultural prescriptions and presale documents as well as timber sale contract terms and conditions, including legal and regulatory controls over contract logging, to assure that obligations and rights of both parties are observed and complied with.

Knowledge of applicable Agency land management and resource protection policies and of land management plans to recognize resource impacts of logging and consider these in timber sale administration.

Skills in written communications, math, and reporting procedures to prepare reports and records and maintain controls over accomplishments, payments, etc.

Knowledge and skill in oral communication and interpersonal relations to maintain open and effective communications with contractor's representatives.

Knowledge of maps, data storage and retrieval, aerial photographs, and basic work planning and programing procedures.

Factor 2, Supervisory Controls

The supervisor assigns work, sets broad priorities, provides information on overall unit programs and objectives, provides guidance in project planning and in new or changed policies, and is available for consultation and advice where indicated procedures or methods differ significantly from tried and approved methods.

The incumbent plans, schedules and completes inspections and reports on own initiative.

Review is made for technical adequacy, conformance with plans, coordination with other District projects and programs, and accomplishment of objectives.

Factor 3, Guidelines

Guidelines include Agency manual and handbooks, land management plans, timber sale plans, contracting procedures, timber sale contracts, Regional requirements for sale administration, and work and operating plans. These provides principles, methods and procedures, contractual obligations, and reporting requirements.

The incumbent must select from, interpret, and apply accepted and approved practices, usually without review, and recommend and obtain approval to use new or untried methods.

Factor 4, Complexity

The assignment is to administer contracts for the sale of timber. The incumbent must monitor and control the progressive logging operations of the contractor, which requires independently maintaining appropriate frequency and intensity of inspection, recognizing violations and inadequacies, and taking corrective action. Must consider long-range goals for land management and resource protection which are contained in management plans as well as coordinate numerous detailed and complex contract provisions.

The responsibilities are complicated by the complex logging systems; the sensitivity of environmental, cultural, and legal issues; the numerous requirements of the contracts; coordination and consideration of esthetics, resource protection, wildlife needs, recreation use, etc.; need to facilitate regeneration; and different operating styles of contractor's representatives. Contracts which have been in force for several years present special problems because evolving refinements in forestry policies and practices require modification of certain contract provisions. In other cases, critical needs may have been overlooked or were not apparent at the time of contract preparation, and the sale administrator must take compensating action. Typically, many decisions are made and action taken at the sale site without opportunity to consult others.

Factor 5, Scope and Effect

The job is to insure fair and equitable administration of complex timber contract requirements, involving substantial amounts of money, and to protect the Government as well as meet the needs of the purchaser.

The effect is a fair monetary return to the Government and the harvesting of timber consistent with good land management practice.

Factor 6, Personal Contacts

Contacts are with timber purchasers and their field representatives and also with other District and SO staff specialists. Some contacts are also with the public and other agencies.

Factor 7, Purpose of Contacts

Contacts are to coordinate programs, explain contract requirements, resolve problems, and obtain compliance with contract terms and conditions. The sale administrator must influence and motivate operating personnel by persuasion or negotiation. Contacts may be uncooperative and resistant to meeting standards.

Factor 8, Physical Demands

Assessment of field conditions, data collection, and contract enforcement require walking and climbing in steep, uneven terrain, usually covered with trees or brush and other debris.

Factor 9, Work Environment

Works in forest environment where there is considerable risk of falls due to uneven or debris-covered surfaces, risk of insect bites, contact with poisonous plants, etc. Works around heavy logging equipment. Hardhat, boots, and gloves are required.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N2013	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		2	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U S Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N2013

FORESTRY AID, GS-462-2

Introduction

The working title is Fire and Fuel Crewmember. Serves as a trainee member of a fuel management and/or fire suppression crew. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Receives training in fire suppression and/or fuel management techniques and practices.

Moves dirt, chops brush, fells small trees to build fireline using hand tools such as axe, shovel, Pulaski and McLeod, to control spreading wildland fire and/or to prepare lines prior to controlled burning. Chops, carries and piles logging slash.

Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump. Patrols fireline to locate and extinguish sparks, flareups and hot spots that may threaten loss of control of the fire.

Cleans, reconditions and stores hand tools and equipment.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fuels management or fire suppression duties.

Factor 1, Knowledge Required by the Position

Manual skill and coordination to use hand tools such as axe, shovel, Pulaski, or McLeod, to build fireline and extinguish burning materials.

Basic knowledge of fire suppression methods to be used in various types of fuels.

Knowledge of safety practices to prevent injury and loss of life.

Factor 2, Supervisory Controls

The crew leader assigns specific tasks and explains procedures on a job-by-job basis.

The supervisor gives detailed instructions on all new assignments.

Work is observed frequently, checked in progress, and reviewed upon completion. Recurring tasks are reviewed for adequacy upon completion.

Factor 3, Guidelines

Guidelines are provided in the form of oral instructions and training prior to actual fire suppression activities.

Limited judgment is required in applying knowledge learned during training. If instructions do not apply, the problem is referred to the supervisor.

Factor 4, Complexity

Performs limited tasks to pile slash, suppress wildland fires, using a variety of hand tools. Specific tasks, or the sequence in which they are to be done are readily apparent and require that few choices be made. Instructions on actions to take are given by the crew leader.

Factor 5, Scope and Effect

The purpose of the work is to carry out assigned tasks in slash piling and burning, and suppression of wildland fires.

The impact of the job is to facilitate the work of others and to reduce forest resource damage or potential damage due to fire or fire hazard.

Factor 6, Personal Contacts

Contacts are primarily with other members of the crew.

Factor 7, Purpose of Contacts

Contacts are made exchange information about the work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, and lifting. The position requires that the incumbent meet prescribed physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

Work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are frequently extreme from weather or from fire. Smoke and dust conditions are frequently severe. The work requires that protective clothing be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2011	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N2011

FORESTRY AID, GS-462-3

Introduction

Position is that of a member of a wildland fire suppression crew and/or a fuels management crew. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Performs assignments to develop knowledge of fuels management and fire suppression techniques and practices such as fireline construction, backfiring methods, safety rules, and fire and fuels management terminology.

Searches out and extinguishes burning materials by moving dirt, applying water by hose or backpack pump, etc.

Moves dirt, chops brush, or fells small trees to build fireline using hand tools such as axe, shovel, Pulaski, McLeod and power saws to control spreading wildland fire and to prepare lines prior to controlled burning. Chops, carries and piles logging slash.

Patrols the fireline to locate and extinguish sparks, flareups, and hot spot fires that may threaten loss of control of the fireline developed for controlled burning or to control wild fire.

Cleans, reconditions and stores hand tools and equipment.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression or fuels management duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices and techniques, including accepted fire suppression and controlled burning methods to be used in various types of fuels and under a variety of weather and terrain.

Working knowledge of fire behavior and fire control techniques to carry out assigned fuels and wildland fire tasks.

Skills in the use of hand tools such as axe, shovel, Pulaski, McLeod and chain saws to build fireline and extinguish burning materials.

Knowledge of safety practices to prevent injury and loss of life.

Factor 2, Supervisory Controls

The supervisor assigns specific tasks, explains procedures on a daily basis, and gives detailed instruction on all new assignments.

Work is spot checked while in progress.

Recurring tasks are reviewed for adequacy upon completion.

Factor 3, Guidelines

Guidelines are provided in the form of oral instructions and training prior to actual fuels management and fire suppression activities.

Employee must use some judgment in applying knowledge learned during training. Little interpretation is necessary. When instructions do not apply, the problem is referred to the supervisor.

Factor 4, Complexity

Performs a limited variety of manual tasks to accomplish fuels reduction work, (i.e., slash reduction) and suppress wildland fires, using a variety of hand and power tools. Specific tasks, or the sequence in which they are to be done, are readily apparent and require that few choices be made. The action to be taken is dictated by the work situation or covered by instructions from the crewleader.

Factor 5, Scope and Effect

The purpose of the work is to carry out assigned tasks in the reduction of ground fuels and the suppression of wildland fires.

The scope varies from that of a small controlled burn that may be managed by the crew, to that of a large fire which involve several hundred people. The effect of the work performed is to manage fire under controlled conditions to accomplish work, or to minimize resource loss under wildfire conditions.

Factor 6, Personal Contacts

Contacts are primarily with other members of the crew.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about the immediate work situation which crew members or to receive instructions.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, frequently carrying objects weighing 50 pounds or more.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from the fire. Smoke and dust conditions are frequently severs. Hazardous nature of the work requires that protective clothing(boots, hardhats, gloves, etc.) be worn.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N2014	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor　　Date

Typed Name: and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg　　4-2-84

Signature　　Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2014

FORESTRY AID, GS-462-3

Introduction

This position is established on a Forest Service unit to provide for the detection and reporting of fires from a lookout station.

Major Duties

Uses standard fire finders to determine location of smoke or fires in relation to landmarks, and estimates size of fire.

Reports smoke and fires to a dispatcher, giving fuel type, location, and size. Reports weather and fire behavior information. Keeps dispatcher and/or fire officials informed of current conditions.

Reads simple weather instruments and reports wind direction and speed, tempature, and humidity.

Receives and relays a variety of plain language/simple code (10 code) fire and general administrative radio and telephone messages.

Maintains a log of activities, visitors, and messages.

Keeps lookout station, grounds, and equipment clean and maintained.

Factor 1, Knowledge Required by the Position

Knowledge of basic forestry practices, practices, and methods in order apply them in routine duties as fire lookout.

Knowledge of elementary fire characteristics such as color, volume, and spread of smoke, fire spotting, etc., and of basic fire-influencing factors such as current wind speed and direction, occurrence and frequency of lightning, and other weather conditions to accurately describe and report facts.

Skill in use of fire finder, and knowledge of landmarks and maps to translate topographic information to a map location.

Knowledge of standard radio practices and procedures and ability to speak distinctly and audibly over radio and telephone.

Factor 2, Supervisory Controls

The supervisor makes daily/weekly assignments.

The incumbent carries out standard work practices without specific instructions. Supervisor provides instruction for resolving problems involving unfamiliar or unusual situations or methods.

The work is checked for accuracy and conformance to instructions by periodic site visits.

Factor 3, Guidelines

Guidelines include radio operation guides, and other written and oral instructions and standard operating procedures.

Guidelines provide rules and procedures to follow in each situation. The supervisor is available and provides guidance should deviation from the guidelines be necessary.

Factor 4, Complexity

The work involves observing conditions and providing factual information regarding weather, topography, fuel types, and fire location and behavior. Determines amount and nature of information to be reported. Must report facts clearly and currently.

Factor 5, Scope and Effect

The purpose of the work is to detect and report fire occurrences.

The accuracy and timeliness of the information given affect the speed of attack on fires and decisions about manpower and equipment to be dispatched.

Factor 6, Personal Contacts

Contacts are with other Forest Service personnel, and may include other agency personnel, by means of telephone and radio. There are also some contacts with recreations who visit the lookout station.

Factor 7, Purpose of Contacts

Contacts are to provide information and relay messages. In contact with the public, indicates points of interest, explains the purpose and operation of the lookout station, and describes visible forest management activities.

Factor 8, Physical Demands

Work is generally sedentary although some exertion is required on maintenance tasks. Some lookout facilities have several flights of steps.

Factor 9, Work Environment

Work is generally performed indoors, although because of the remoteness and elevation of the station, may be subject to extremes of temperature.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5141	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5141

FORESTRY TECHNICIAN, GS-462-4

Introduction

The position serves as a skilled member of a fuels management crew. This is a primary firefighter position under 5 USC 8336(c).

Major Duties

Works independently or as a member of a skilled crew engaged in fuels management including broadcast burning, hand and machine piling, helitorch, and other brush disposal techniques. Uses a variety of hand and power tools, including chainsaws, firing equipment, or water pumps.

Gathers data and records information on fuel types, weather conditions, fire behavior, and status of work accomplished.

Works independently or as a member of a skilled crew in wildfire suppression or in fire prevention as assigned. Is responsible for observing the rules of fire safety and fire behavior. Informs forest visitors and users of fire hazards and prevention regulations.

Cleans, maintains, reconditions, and stores tools and equipment.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fuels management, fire suppression, or fire prevention duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices and techniques to perform fuels management duties, including fuels types, fire behavior, weather monitoring systems, smoke management, and slash burning procedures.

Knowledge of wildfire suppression methods and fire behavior in a variety of climatic, topographic, and vegetative types.

Knowledge of fire and fuels safety rules and fire prevention regulations.

Knowledge of the capabilities and maintenance requirements for tools and equipment used in fuels management and fire suppression; skill and ability in the use and application of the equipment.

Factor 2, Supervisory Controls

The supervisor makes work assignments with which employee is familiar because of previous experience in terms of the desired objectives.

Assignments are carried out independently without specific instructions. Problems involving unfamiliar conditions are referred to the supervisor for guidance, and are reviewed during process.

Work is reviewed for adequacy upon completion.

Factor 3, Guidelines

Guidelines are in the form of oral instructions and training prior to the actual fuels management or fire suppression activities.

Since not every possible situation can be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor may not be available for consultation prior to taking action. Written guides such as safety regulations must be applied sometimes without supervisory guidance.

Factor 4, Complexity

Performs a variety of tasks to treat fuels, dispose of brush, and to suppress wildland fires, using a variety of hand and power tools. Specific tasks, or the sequence in which they are to be done are readily apparent and require that few choices be made. The action to be taken is usually dictated by the fire or fuels situation or covered by instructions from the crew leader.

Factor 5, Scope and Effect

The purpose of this position is perform fuels management, fire suppression, and fire prevention assignments involving on-site judgments on fire conditions or selecting appropriate work techniques.

The work results in improving the viability of the land for timber production; and in reducing the damage to forest resources from fire.

Factor 6, Personal Contacts

Contacts are primarily with other members of the crew.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about the work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, frequently carrying objects weighing 50 pounds or more.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from the fire. Smoke and dust conditions are frequently severe. Hazardous nature of the work requires that protective clothing (boots, hardhats, gloves, fire retardant clothing, etc.) be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS	4b SUPV/MGR CODE
POSITION DESCRIPTION	11			N5048	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5048

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position serves as a skilled member of a helicopter operations and wildland fire suppression crew. This is a primary firefighter position under the provisions of 5 U.S.C. 8336(c).

Major Duties

Loads helicopter cargo considering methods, weight distribution, necessity for securing by tying down, total weight, etc., and completes manifests of crews and equipment being transported to fires.

Makes jumps from stationary helicopter or from hovering helicopter near ground level in remote areas to construct helispots, or to attack small fires, hot spots, and spot fires.

Moves dirt, chops brush, and fells small trees to build fireline using hand tools such as axe, Pulaski, shovel, and power saw, to control spreading wildland fire. Lays or directs hose in the use of water, sets backfires, etc.

Patrols areas of controlled fires to "mop-up" by searching out and extinguishing any remaining burning material.

Operates specialized fire suppression equipment, such a power trencher (hand carried or self propelled) and power pumper. Cleans, reconditions, and stores specialized fire tools and equipment.

May serve as a scout on large fires. Develops data on hazardous areas, water supply, cargo drop spots, fuel concentrations, helispots, fire direction, fire intensity and rate of spread.

Observes, collects, and preserves evidence of cause of fires.

May be dispatched individually or as a member of a crew to find and suppress small fires.

May be assigned to fuels management and slash burning activities.

When not performing fire suppression duties, performs unskilled and semiskilled work in support of various resource management activities.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, practices, and methods in order to carry out technical assignments in fire suppression.

Knowledge of air operational policies and procedures, helicopter contracts, load balance and capability, and manifesting of men and equipment.

Knowledge of basic mathematics to make load calculations.

Knowledge of accepted safety practices in working around operating helicopters, and suppressing fires to prevent injury or loss of life.

Basic knowledge of fire behavior, causes of fire, influence of local wind, slope and moisture, and methods of extingishing fire.

Skill in the use of hand tools such as axe, Pulaski, shovel, McLeod, and power tools including chain saw, powered pumps and trenchers, to build fireline and extinguish burning materials.

Knowledge of accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Knowledge of fire terminology to communicate with other crew members including use of two-way radio.

Factor 2, Supervisory Controls

The supervisor makes work assignments in terms of objectives to be achieved.

Work is carried out independently without specific instructions. Problems involving unfamiliar conditions are generally referred to the supervisor for guidance, and are reviewed during process.

Work is reviewed in terms of effectiveness of results.

Factor 3, Guidelines

Guidelines include oral instructions and training prior to the actual fire suppression activities, Interagency Helicopter Training Guide, Health and Safety Code, Fireman's Handbook, and radio procedures.

Since not every situation can be anticipated, employee must use judgment in selecting and applying guidelines, especially in situations where the supervisor may not be available for consultation prior to action being taken.

Factor 4, Complexity

Performs a variety of related tasks to prepare for and execute helitack operations; e.g., participates as a crew member in preparing helispots, loads helicopters following specific procedures, serves as a member of a skilled crew to control and extinguish fires, and directs takeoff and landing.

The above actions require some judgment in deciding among well established procedures gained from previous experience. Most decisions are dictated by the fire situation or covered by instructions from the foreman.

Factor 5, Scope and Effect

The purpose of the work is to transport personnel and equipment by helicopter and to suppress wildland fires.

The work helps minimize the loss of valuable timber, watershed, wildlife, recreational sites, and other resources.

Factor 6, Personal Contacts

Contacts are made with members of a fire organizations, primarily members of the same crew and pilots.

Factor 7, Purpose of Contacts

Contacts are to provide information on the status of fire, the work to be performed, what tools and equipment are needed, etc.

Factor 8, Physical Demands

The work requires strenous physical exertion for extended periods which includes walking, climbing, shoveling, chopping, throwing, lifting and frequently carrying over 50 pounds.

Factor 9, Work Environment

The work is performed in steep terrain, where surfaces may be extremely uneven, rocky, and covered with thick vegetation. Periods of living in primitive fire camp may be required. There is considerable risk is working around operating helicopters. Temperatures are frequently extreme from weather or fire. Smoke and dust conditions may be severe. The hazardous nature of the work requires protective clothing.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5142	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5142

FORESTRY TECHNICIAN, GS-462-4

Introduction

Serves as a trainee tank truck driver/operator on a large fire tank truck. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Drives tank truck to fire locations frequently over unimproved roads. Positions the fire engine for safety and optimum utilization of water, chemicals and supplies. Operates pump by priming, starting, opening and closing valves required for drafting or transmitting water under pressure. Adjusts controls to maintain adequate and proper water pressure for delivery of water onto the fire under different elevation lifts. Controls operation of engine so as to maintain proper temperature and speed for efficient operation of pump.

Services and makes minor repair of truck engine; inspects, checks and services accessories such as pump, water lines, tank, reels, or pump power plant and keeps in fire readiness. Inspects, cleans and stows hose. Makes emergency repairs and adjustments of pump while in use.

Builds fire line, extinguishes burning materials, and "mops-up" controlled fire using hand tools.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Basic knowledge of fire behavior; causes of fire; influence of local wind, slope, and moisture and methods of extinguishing fire.

Skill in the use of hand tools such as axe, shovel, Pulaski, McLeod, and power tools including chain saw, powered pumps and trenchers, to build fire line and extinguish burning materials.

Knowledge of fire terminology to communicate with other crewmembers including use of two-way radio.

Knowledge of safety practices to prevent injury, or loss of life.

Basic knowledge of tank truck operation and pumping mechanisms to ensure equipment is operated in a safe, efficient manner.

Factor 2, Supervisory Controls

Specific and detailed instructions are given in the operation of fire engine and pumping mechanisms, and performance is closely reviewed. The crew supervisor makes other work assignments with which the employee is familiar because of previous experience in terms of the objectives to be achieved.

Assignments are carried out independently without specific instructions. Problems involving unfamiliar conditions are referred to the supervisor for guidance, and are reviewed during process.

Review of work is on the basis of successful accomplishment of fire suppression missions.

Factor 3, Guidelines

Guidelines are in the form of oral instructions, safety regulations, and fire engine operating manuals.

Since not every possible situation can be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor may not be available for consultation prior to some action being taken. Written guides such as Safety Regulations must be consulted and applied sometimes without immediate supervisory guidance.

Factor 4, Complexity

Performs wildland fire suppression, and drives and operates a large complex tank truck under emergency conditions. The trainee driver operator uses routes which are generally selected by an experienced driver, drives the tanker over roads that are frequently unpaved, narrow and have steep grades, and positions the engine for safe and efficient operation. Must lean to control the engine operation and operate the complex pumping mechanisms and accessories so as to deliver water onto fire at proper pressure and quantity. Considers slope, weather conditions, fuels, and other fire behavior factors in deciding position for equipment and assignment of tasks to crewmembers.

Factor 5, Scope and Effect

The purpose of the work is to carry out assigned tasks in driving and operating a fire engine/tanker and personally performing related tasks in the suppression of wildland fires.

The effect of the tasks contributes to minimizing the loss of valuable watershed, timber and other resources.

Factor 6, Personal Contacts

Contacts are with crewmembers and others in the fire organization.

Factor 7, Purpose of Contacts

Contacts are made to provide and gain information about fire location, strategy to be used to suppress the fire, etc.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing and lifting, frequently carries objects weighing over 50 pounds. Also requires manual dexterity to manipulate hand and foot operated truck and pumper mechanisms. The duties of this position require the incumbent to meet Level 3 physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Smoke and dust conditions are frequently severe. Temperatures are often extreme from the weather or from fire. The hazardous nature of the work requires that protective clothing (boots, gloves, hardhats, etc.), be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2012	4a FLSA STATUS N (0 - EXEMPT, 1 - NON EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N2012

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position serves as skilled crew member of a wildland fire suppression crew. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Moves dirt, chops brush, fells small trees, etc., to build fireline using hand tools such as axe, Pulaski, shovel and McLeod, and power saws, to control spreading wildland fire. Lays or direct hose in the use of water. Fells trees or snags using power saws. Sets backfires.

Patrols areas of controlled fires to "mop-up" by searching out and extinguishing any remaining burning material.

Operates specialized fire suppression equipment, such as power trencher (handcarried or self-propelled) and power pumper.

May serve as a scout on large fires and develops data on hazardous areas, water supply, cargo drop spots, fuel concentrations, helispots, fire direction, fire intensity and rate of spread. May be dispatched individually or as a crew member to find and suppress small fires.

Observes, collects, and preserves evidence of cause of fires.

Cleans, reconditions, and stores specialized fire tools and equipment.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Basic knowledge of fire behavior: causes of fire, influence of local wind, slope, and moisture and methods of extinguishing fire.

Skill in the use of hand tools such as axe, shovel, Pulaski, McLeod; and power tools including chain saw, powered pumps and trenchers, to build fireline extinguish burning materials.

Knowledge of fire terminology to communicate with other crew members including use of two-way radio.

Knowledge of safety practices to prevent injury, or loss of life.

Factor 2, Supervisory Controls

The supervisor makes work assignments with which employee is familiar because of previous experience in terms of the desired objectives.

Assignments are carried out independently without specific instructions. Problems involving unfamiliar conditions are referred to the supervisor for guidance, and are reviewed during process.

Work is reviewed for adequacy upon completion.

Factor 3, Guidelines

Guidelines are provided in the form of oral instructions and training prior to the actual fire suppression activities.

Since not every possible situation can be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor may not be available for consultation prior to taking action. Written guides such as safety regulations must be applied sometimes without supervisory guidance.

Factor 4, Complexity

Performs a variety of tasks to suppress wildland fire, using a variety of hand and power tools. When instructed to build fireline, for example, the employee normally will select the exact location after being told the general location, and will select tools and methods. Specific tasks, or the sequence in which they are to be done are readily apparent and require that few choices be made. The action to be taken is dictated by the fire situation or covered by instruction from the crew leader.

Factor 5, Scope and Effect

The scope varies from that of a very small fire which may be suppressed individually to acting as a member of a fire organization which involves several hundred people.

In either case, the effect of the work is to minimize loss from fire.

Factor 6, Personal Contacts

Contacts are primarily with other members of the crew.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about the immediate work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, frequently carrying objects weighing 50 pounds or more. Duties of this position require incumbent to meet prescribed physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from the fire. Smoke and dust conditions are frequently serve. Hazardous nature of the work requires that protective clothing (boots, hardhats, gloves, etc.) be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2070	4a FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2070

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position is established on a Forest Service unit to provide for the detection and reporting of fires from a lookout station.

Major Duties

Uses standard fire finders to locate observed smoke. Estimates distance to smokes and probable size and characteristics of fires. Determines map location of fires with reference to known landmarks. Reports azimuth, distance, location, volume, color, behavior of smoke, and other pertinent information by radio or telephone. Continues to observe the area and reports significant changes such as increased smoke, wind conditions, changes in color or volume of smoke, etc. Observes ground lightning strikes, thunderstorms, and build-up cloud formations and reports significant observations.

Records and reports daily weather observations. Maintains records and log books. Makes minor adjustments and maintains lookout equipment. Maintains lookout station and grounds in a neat and orderly condition.

Operates a radio communications center which connects other lookout stations and radio sets. Receives and relays messages and information received relating to weather forecasts, fire hazard conditions, fire emergencies, accidents, and location of work crews and personnel. As assigned, serves as alternate or relief District dispatcher. In this capacity, dispatches crews and equipment to fires in accordance with established instructions.

Serves as a key contact at a lookout station visited by large numbers of people during the fire season. Promotes the fire prevention program by explaining State and Federal laws, policies, and regulations, as well as fire prevention methods and procedures and fire hazard conditions.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry technicques and procedures applicable to performance of destructive fire detection and related work in a complex lookout station environment requiring previous training and experience.

Practical knowledge of applicable established forestry procedures in order to effectively and safely make use of provided equipment.

Factor 2, Supervisory Controls

The supervisor makes daily/weekly assignments.

Recurring work assignments are made without specific instructions as to procedures. Instructions are provided for unfamiliar assignments. The employee is expected to use initiative in carrying out work with considerable independence. Special problems are referred to the supervisor.

The work is checked for accuracy and conformance to instructions by periodic site visits.

Factor 3, Guidelines

Established procedures and oral instructions cover most assignments.

As a skilled lookout, the employee is authorized and expected to use judgment in choosing between available guides with the result of expediting accomplishment. If the employee sees need for significant deviation from guides, the work supervisor is first consulted.

Factor 4, Complexity

Assignments typically involve a sequence of related steps or procedures. The employee is expected to use some discretion in choosing between several obvious courses of action in accomplishing the work.

The lookout station assigned is characterized by a variety of operational complexities. These complexities require the services of an experienced employee capable of assuming responsibilities and making judgmental decisions beyond those typical of the usual routine lookout work situation.

The area for which the employee is responsible is characterized by high-hazard fuel types which are capable of producing mass fires or many small fires which require large fire mobilization control tactics. A number of fire-causing agencies prevail, such as lightning, construction and logging activities, communities, heavy recreation use area, etc.

Factor 5, Scope and Effect

The purpose of the work is to detect and report fires.

The accuracy and timeliness of the information given affect the speed of attack on fires and decisions about manpower and equipment to be dispatched.

Factor 6, Personal Contacts

Contacts are with other Forest Service personnel, and may include other agency personnel, by means of telephone and radio. There are also some contacts with recreations who visit the lookout station.

Factor 7, Purpose of Contacts

Contacts are to provide information and relay messages. In contact with the public, indicates points of interest, explains the purpose and operation of the lookout station, and describes visible forest management activities.

Factor 8, Physical Demands

Work is generally sedentary although some exertion is required on maintenance tasks. Some lookout facilities have several flights of steps.

Factor 9, Work Environment

Work is generally performed indoors, although because of the remoteness and elevation of the station, may be subject to extremes of temperature.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2071	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor — Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2071

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position serves as a fire prevention technician in a Forest Service fire management organization.

Major Duties

While on prevention patrols or assigned to a fixed station, establishes contact with forest users, visitors, and local residents. Appraises them of fire danger, advises them of precautions they can take to prevent occurrence of destructive fires, and explains pertinent laws and regulations.

Inspects permitted use areas, recreation areas, dumps, timber harvest areas, construction sites, and other locations having concentrations of people and activities where man-caused fire ignitions are most probable. Ensures compliance with applicable Federal, State, and local government fire laws and regulations. Requires corrective actions, prepares written reports of observed hazardous conditions, and issues citations as necessary.

Distributes and explains fire prevention literature, posts signs, issues permits for allowed uses requiring permits. Enforces use restrictions and area closures during critical fire periods.

Participates in investigations of man-caused fires. Collects and preserves evidence and information for use in apprehension and conviction of violators.

When not performing fire prevention duties, performs unskilled and semiskilled work in support of various resource management activities.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, practices, and methods in order to carry out technical assignments in fire prevention.

Knowledge of the more commonly applicable fire prevention laws and regulations in order to observe infractions and take appropriate corrective action.

Knowledge of fire prevention plans in order to adjust operations in conformance with plans which differ as the fire danger changes.

Knowledge of investigative procedures in order to observe and preserve physical evidence of involuntary and voluntary fire ignitions and to obtain statements of witnesses.

Factor 2, Supervisory Controls

The work supervisor and fire prevention plan provide indication as to which activities need emphasis during the course of the fire season.

Most activities are accomplished with considerable independence, with decisions evaluated on the basis of resulting effectiveness, feedback from contacts made, and community acceptance of prevention efforts.

Completed work is reviewed for technical adequacy and adherence to instructions.

Factor 3, Guidelines

Written guidelines consist primarily of the fire prevention plan, supplemented by information on applicable laws and regulations, and by special instructions.

The employee is expected to use judgment in applying guides, depending upon situations encountered. The employee must also use judgment in recognizing situations which should be referred to higher authority.

Factor 4, Complexity

The work includes a variety of fire prevention operations from acting purely as a host to issuing violation citations.

Decisions as to what must be done depend, to a considerable degree, on the analysis of the situation and issues involved, with the selected course of action chosen from several options.

The work involves conditions and elements which must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

The work involves the completion of work to assure compliance with laws and regulations through interpersonal contacts with individuals.

The work directly affects the prevention of destructive fires.

Factor 6, Personal Contacts

Contacts are with members of the general public who frequently are not aware of the role and authority of the employee.

Factor 7, Purpose of Contacts

The purpose of the contacts is to influence individuals to participate in the prevention of destructive fires. Persons contacted are generally cooperative, but may be skeptical, uncooperative, or even hostile. The employee must use tact in approaching individuals in order to obtain desired positive effects.

Factor 8, Physical Demands

While the fire prevention work is not sedentary, above average physical agility and dexterity is not required.

Factor 9, Work Environment

Personal safety precautions as would normally be required in operating pickup trucks, walking in campgrounds or construction sites, etc., is involved.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS	4b SUPV/MGR CODE
	11			N2015	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-79)

Standard Job No. N2015

FORESTRY TECHNICIAN, GS-462-5

Introduction

This position serves as a fire prevention technician in a Forest Service fire management organization.

Major Duties

Inspects campgrounds, buildings and other improvements, resorts, construction projects, etc., located on Government and private land within the forest area, advises responsible parties of hazards or other unsatisfactory conditions and of governing laws or regulations. Documents findings, issues citations as necessary, and appears in court as Government witness when required.

Gives formal talks and informally provides information through personal contacts on fire prevention and on laws, rules, and regulations which govern travel within, and use of, the National Forests.

Prepares routine day-to-day work plans. Issues campfire, burning, welding, and blasting permits.

Answers general recreation questions for forest users. May check campsites to determine if campers have permits, etc.

When not performing fire prevention duties, performs unskilled and semiskilled work in support of various resource management activities.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, practices, and methods in order to carry out technical assignments in fire prevention.

Knowledge of causes of fire to recognize hazards.

Knowledge of Federal, State, and local laws and regulations pertaining to fire use, prevention, and suppression to recognize violations.

General knowledge of unit resources, permitted uses, and private land operations to answer user questions.

Factor 2, Supervisory Controls

Work under the supervision of a higher grade fire management official and in accordance with the fire prevention plan.

Familiar assignments are carried out and most violations are corrected independently. Work or contact situations not previously encountered are referred to the supervisor for instructions or guidance.

Completed work is spot checked and complex assignments are given full review.

Factor 3, Guidelines

Guides include oral instructions, Fire Prevention Field Guide, Law Enforcement Plan, and work plans.

Most guides are applied without change, but some judgment must be used in applying them and recognizing situations requiring referral to the supervisor.

Factor 4, Complexity

Obtains compliance with numerous laws and regulations in carrying out the unit fire prevention program.

Awareness, observation, and interpretation of conditions and user behavior usually indicate actions to be taken. Frequently deals with people who are hostile or violators who wish to avoid compliance.

There is a large variety of forest users, numerous applicable rules, and regulations, and many classes and types of people to deal with.

Factor 5, Scope and Effect

The purpose of the work is fire prevention, and enforcement of laws and regulations pertaining thereto.

The work directly affects the prevention of destructive fires.

Factor 6, Personal Contacts

Contactors are primarily outside the Agency and include forest users, recreationists, contractor personnel. Contacts require tact and awareness of possible reactions to be effective in obtaining cooperation.

Factor 7, Purpose of Contacts

Contacts are made to provide information, obtain compliance with laws and regulations, and obtain witness statements or other data.

Factor 8, Physical Demands

While the fire prevention work is not sedentary, above average physical agility and dexterity is not required.

Factor 9, Work Environment

Personal safety precautions as would normally be required in operating pickup trucks, walking in campgrounds or construction sites, etc., is involved.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N2074	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician (Smokejumper)	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN (SMKJMPR)
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2074

FORESTRY TECHNICIAN (SMOKEJUMPER), GS-462-5

Introduction

Serves as a trainee Smokejumper, learning and performing parachute jumping and a variety of wildland fire suppression duties. Upon completion of initial training, is subject to work assignment throughout the Region, in any other Region, or for other Governmental agencies concerned with managing forest or range lands. This is a primary firefighter position under the provisions 5 USC 8336(c).

Major Duties

Receives 3-4 weeks or more of intensive standardized training in the principles and techniques of suppressing forest and range fires and in parachute jumping. Fire suppression training includes classroom and field instruction in construction and holding of fireline under varied conditions of topography and fuel, fire weather and fire behavior, woodmanship, first aid and safety, and use of hand and power tools. Parachute training includes intensive physical training and conditioning, instruction and proficiency in use of parachutes and related equipment in mountainous terrain. Is required to successfully complete in accordance with rigid standards, a series of parachute proficiency jumps of increasing difficulty.

As dispatched to fire, makes parachute jumps from various aircraft under varying elevation, wind, terrain, and ground conditions. Executes landings on rough terrain, open areas, mountain slopes or timber.

Suppresses wildland fire using a variety of hand and power tools such as Pulaski, shovel, chain saw, and McLeod. Moves dirt, chops brush and logs, fells trees and snags, applies water by hose or backpump, etc., to build fireline and control spreading wildland fire.

Travel to fire assignment may vary from parachute jumping to foot travel, truck, bus, etc., and fire action may vary from individual efforts to serving as member of specialized crew such as Interregional Fire Crew, Helitack Crew, and Pump Crew. May serve as Crew Boss or Sector Boss in nonjump fire situations as assigned and qualified.

Cares for and maintains tools, equipment, jump gear, and parachutes.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Basic knowledge of fire behavior, including causes of fire, influence of wind, slope, topography, and fuel moisture.

Skill in parachute jumping: safety checks and exit procedures from a variety of aircraft; guiding parachute to target under different wind and drift conditions; emergency actions in case of parachute malfunction or unforeseen conditions or terrain, ground cover, or wind drift; let down procedures for descent from tall trees, and cargo retrieval techniques.

Skill in use of hand tools such as Pulaski, shovel, and crosscut saw; and power tools including chain saw and portable pumps to build fireline and control wildfire.

Knowledge of accepted safety practices to prevent injury or loss of life in parachuting, fire suppression, helicopter operations, and retardant drops.

Knowledge of fire terminology to communicate with other crewmembers .

Basic knowledge of first aid procedures to provide emergency care and transport in case of injuries.

Basic knowledge of procedures and practices in working with helicopters and aircraft.

Factor 2, Supervisory Controls

The supervisor assigns work with specific and detailed instructions as to what is required and how to accomplish the task during training and parachute jumping assignments.

Continuous on-the-job training is applied and work performed is under constant observation for compliance with instructions and procedures.

Work assignments with which employee is familiar because of previous experience and training and carried out independently without specific instructions.

Review of work is on the basis of successful accomplishment of fire suppression missions.

Factor 3, Guidelines

Most guidelines are in the form of oral instructions and training prior to actual fire suppression and parachute jumping activities.

Since not every possible situation can be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation such as during the actual parachute jump and landing or during individual fire suppression activities. Written guides such as Safety Regulations must be consulted and applied.

Factor 4, Complexity

Parachute jumps as directed by spotter and performs a variety of tasks to suppress forest and range fires, using a variety of hand and power tools. When instructed to jump, employee must determine guidance action of parachute necessary to reach given target area and landing procedure and alternate landing target necessary due to unforeseen ground or wind conditions. When suppressing wildfire, uses approved fire suppression techniques.

Specific tasks, or sequence in which they are to be done, are readily apparent and require few choices. Action to be taken is dictated by the fire situation or by instructions from the smokejumper in charge.

Factor 5, Scope and Effect

The primary role of smokejumpers is to reach and suppress small or inaccessible fires before they expand. The scope varies from that of a very small fire which may be suppressed individually to acting as a member of a fire organization which may involve several hundred people.

The effect of the work performed in any case is to minimize total loss.

Factor 6, Personal Contacts

Contacts are primarily with other smokejumpers.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about the immediate work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting and carrying objects weighing 100 pounds or more for long distances.

The duties of this position require incumbent to meet prescribed physical requirements as measured by performance of:

7 pull-ups
25 push-ups
45 sit-ups
1 1/2 mile run in less than 11 minutes

Factor 9, Work Environment

Parachutes into and performs work in a forest environment in timbered and steep terrain, where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather and from the fire, and smoke and dust conditions are frequently severe. Conditions while riding in airplane suited up for jump are hot, cramped, and sometimes extremely turbulent which may promote air sickness. Hazardous nature of work requires that protective clothing (jump suit and helmet, boots, hardhats, gloves, fire resistant clothing, etc.) be worn and protection equipment such as fire shelters be used.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2072	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N2072

FORESTRY TECHNICIAN, GS-462-5

Introduction

This position serves as operator of a tank truck in a fire management organization. This is a primary firefighting position under the provisions of 5 USC 8336(c).

Major Duties

Drives tanker to fire locations, frequently over unimproved roads. Positions tanker in appropriate location in consideration of safety of crew and equipment, and how the equipment can be best used in control and mop-up operations.

Personally performs and may direct others in starting pump engine, priming pump, adjusting engine speed and pump valves, laying hose, and using appropriate nozzles and nozzle adjustment in effective use of water and additives.

Accomplishes emergency repairs as necessary to permit continued use of equipment. In those instances when the tank truck cannot be used effectively in suppressing the fire, the technician takes aggressive control action in attacking the fire, using other means.

Inspects, checks, serves and adjusts the pump, waterlines, tank and reels, so as to have equipment always ready for immediate emergency use. Inspects, tests, cleans and stows hose in prescribed manner. Inspects and services hand fire tools. Provides on-the-job training to other crewmembers in methods and techniques of firefighting including use of handtools, use of water and additives and safety.

On project fires, serves as specialist according to Red Card rating.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Knowledge of tactical methods and techniques for use of water in controlling and mopping-up fires in order to efficiently and effectively accomplish operations where water is in short supply.

Knowledge of equipment operation in order to drive vehicle over marginal roads and to operate pump mechanisms in a manner which produces the greatest benefit.

Knowledge of hydraulics as is necessary in order to solve complex water delivery problems.

Knowledge of fire behavior in order to maximize effectiveness of water applications while not unduly jeopardizing the safety of equipment and personnel.

Knowledge of equipment maintenance and minor repair in order to maintain equipment in working order and prevent downtime when equipment is critically needed.

Knowledge of applicable personal safety techniques in order to prevent injury to self and others.

Factor 2, Supervisory Controls

The supervisor assigns work, provides training, and outlines objectives.

The incumbent carries out the work with considerable independence and receives direction from supervisor or fireline personnel.

Work is reviewed on the basis of overall effectiveness of the work.

Factor 3, Guidelines

Written guidelines consist of the fire plan, safety handbook, equipment operation handbook, etc., supplemented by special instructions.

The employee is expected to use judgment in applying guides and in recognizing situations which should be referred to higher authority.

Factor 4, Complexity

The work includes a variety of operations ranging from equipment operation to use of most efficient and effective tactics concerning suppression of wildfire using water.

Decisions as to what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, with the selected course of action chosen from many options.

The work involves conditions and elements which must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

The work involves the completion of work involving the tactical use of truck-mounted pump units in fighting fire.

The efficiency with which work is carried out affects the effectiveness of the suppression action.

Factor 6, Personal Contacts

Contacts are with coworkers and other members of fire suppression teams.

Factor 7, Purpose of Contacts

Contacts are made primarily to provide and receive information on fire suppression activities.

Factor 8, Physical Demands

Accomplishment of assignments requires prolonged standing, walking, over uneven ground, and recurring bending, reaching, individual lifting and carrying of items weighing up to about 50 pounds and shared lifting and carrying of heavier items, and similar activities requiring at least average agility/dexterity. The duties of this position require that the incumbent meet prescribed physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Smoke and dust conditions are frequently severe. Temperatures are often extreme from the weather or from fire. The hazardous nature of the work requires that protective clothing (boots, gloves, hardhats, etc.), be worn.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5137	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
LEAD FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statement's may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5137

LEAD FORESTRY TECHNICIAN, GS-462-5

Introduction

This position serves as a leader of a small group of firefighters in a Forest Service unit. This position is a primary firefighter under the provisions of 5 USC 8336(c).

Major Duties

Serves as leader of three or more forestry aids or technicians, at least one of which is at the GS-4 level. As an experienced forestry technician, serves as working leader of attack firemen or as an organized Forest or InterRegional fire crew squad boss.

As a leader, is responsible for assuring that the crew work assignments are carried out by performing a range of duties such as distributing workload among employees; instructing employees in specific tasks, regulations, and procedures; giving on-the-job training; checking on work in progress; approving completed work; reporting to supervisor on performance, progress, disciplinary problems, and training needs; resolving simple complaints; and insuring safe working conditions.

Performs and leads direct fire suppression efforts using such firefighting tools as axe, shovel, Pulaski, McCloud, falling saws, etc., in initial attack, fire line construction and mop-up activities. Operates slip-on or portable pumper units, laying out hose lines as appropriate. Determines best method of attack, makes judgments regarding location and width of fireline in relation to fuel types, topography, etc. Cleans, reconditions, and stores specialized fire tools and equipment in prescribed manner. May also perform slash disposal and prescribed burning work.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices and techniques, including accepted fire suppression methods to be used in various type of fuels and under a variety of conditions of weather and terrain.

Basic knowledge of fire behavior including causes of fire, influence of wind, slope, topography, and fuel moisture.

Skill in use of hand tools such as Pulaski, shovel, and crosscut saw; and power tools including chain saw and portable pumps to build fireline and control wildfire.

Basic knowledge of work procedures and practices in working with helicopters and aircraft.

Knowledge of fire terminology to communicate with other crewmembers, including use of radio.

Knowledge of safety techniques to prevent injury to self and others.

Factor 2, Supervisory Controls

The supervisor assigns work, provides training and outlines objectives.

The incumbent carries out the work with considerable independence and receives direction from supervisor or fireline personnel.

Work is reviewed on the basis of overall effectiveness of the work.

Factor 3, Guidelines

Most guidelines are in the form of oral instructions and training prior to actual fire suppression activities.

Since not every possible situation can be anticipated and covered in training, the employee must use judgment in applying knowledge, especially in situations where the supervisor is not available for consultation. Guides such as safety regulations must be applied.

Factor 4, Complexity

The work includes a variety of operations ranging from equipment operation to use of the most efficient and effective tactics concerning suppression of wildfire.

Decisions as to what must be done depend, to a considerable degree, on the employee's analysis of the situation and issues involved, with the selected course of action chosen from many options.

The work involves conditions and elements which must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

The scope varies from that of smaller fire suppression activities to acting as a member of a fire organization which may involve several hundred people. Primary role is to suppress fires before they expand.

The effect of the work performed in any case is to minimize total loss.

Factor 6, Personal Contacts

Contacts are with coworkers and other members of fire suppression teams.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about fire suppression activities and needs. Contacts may also be required to coordinate these needs with other protection agencies.

Factor 8, Physical Demands

Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing up to 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity. The duties of this position require that the incumbent meet prescribed requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from fire. Smoke and dust conditions are frequently severe. The work requires conformance to safety requirements such as use of hardhats, goggles, etc.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5143	4a. FLSA STATUS N (0 - EXEMPT 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LEAD FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N5143

LEAD FORESTRY TECHNICIAN, GS-462-5

Introduction

This position is established as a working leader of a helitack crew to suppress wildfire, burn slash, and perform related work to protect natural resources. This is a primary firefighter position under 5 U.S.C. 8336(c).

Major Duties

Loads helicopter cargo considering methods, weight distribution, necessity for securing by tying down, total weight, etc.; and completed load calculations and manifests of people and equipment being transported to fires.

Makes out payment sheets for mileage, tack time, and pilot flight time. Inventories and inspects helicopter accessories, fire tools, and equipment, and needed tools are available for fire suppression tasks.

Observes, collects, and preserves evidence of fire cause.

Moves dirt, chops brush, and fells trees to build fireline using hand and/or power tools, lays hose, sets backfires with wing torch, etc.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Leads three or crewmembers, at least one of which is at least grade GS-4. Instructs employees in specific tasks and job techniques; provides on-the-job training to employees; distributes work among employees; assures timely accomplishment of assigned tasks; obtains assistance from supervisor on difficult problems; makes reports on work accomplishments; rejects work that does not meet established standards; ensures that work is done safely; approves minor or emergency leave as required; resolves simple informal complaints of employees; reports on performance of employees; and suggests awards, reassignments, etc.

Factor 1, Knowledge Required by the Position

Practical knowledge of the practices, methods, and techniques of forestry to carry out fire suppression assignments.

Knowledge of air operation, helicopter capabilities and limitations, helicopter contracts, load balance and capacity, load calculating, and manifesting of people and equipment to lead crew in loading.

Knowledge of accepted safety practices while working around operating helicopters and suppressing fires to prevent injury, damage, or loss of life.

Knowledge of the use and maintenance of helicopter accessories and equipment, hand and power tools to lead or direct loading of helicopters, and to build fireline and maintain equipment.

Knowledge of methods for leading and directing the work of others.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives.

Familiar assignments are carried out independently without specific instructions. Unusual or complicated problems are referred to the supervisor for instruction or guidance. In emergency situations, problems must often be handled independently.

Completed work is reviewed for methods applied and technical adequacy.

Factor 3, Guidelines

Guides are in the form of oral instructions, Interagency Helicopter Training Guide, Health and Safety Code, Helicopter Handbook, Fireline Handbook, unit fire preparedness plans, and other written guides.

Some independent judgment is used in applying guides, when the supervisor is not available for consultation before action is required.

Factor 4, Complexity

Performs a variety of fire suppression, leader, and helicopter duties.

The employee must consider such factors as air and ground conditions and the safety of others in determining action to be taken. When loading helicopters, considers affect of altitude, temperature and cargo upon the helicopters, center of gravity, cargo tie-downs, area safety, fuel load, basic helicopter weight, etc. Duties are frequently performed under stress of emergency conditions.

On frequent occasions, is placed in charge of loading or other duties, and must make decision similar to those normally made by the supervisor.

Factor 5, Scope and Effect

The purpose of the work is fire suppression and transportation by helicopter of personnel and equipment to fires.

The effect of the work is to minimize loss to valuable timber, watershed, recreational sites, and wildlife.

Factor 6, Personal Contacts

Contacts are with members of the crew, other members of the fire organization, pilots, and cooperating agencies.

Factor 7, Purpose of Contacts

Contacts are made to provide information on status of the fire, and loading and transporting people and equipment.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods which include walking, climbing, shoveling, chopping, throwing, lifting, jumping, and carrying over 50 pounds.

Factor 9, Work Environment

The work is performed at airstrips, heliports, unimproved helispots, and in the forest environment in steep terrain where surfaces vary from paved to extremely uneven and rocky. The presence of various aircraft being loaded, unloaded, taking off, and landing creates special hazards, as do ground equipment. Safety precautions and protective clothing are required.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N2075	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician (Smokejumper)	GS	462		6	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN (SMKJMPR)
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. *Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-73)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2075

FORESTRY TECHNICIAN (SMOKEJUMPER), GS-462-6

Introduction

Serves as an experienced smokejumper performing a variety of duties in the area of parachute jumping and fire suppression. Upon completion of annual refresher training, is subject to work assignments throughout the Region, in any other Forest Service Region, or for other agencies concerned with managing forest or range lands. This is a primary firefighter under the provisions of 5 USC 8336(c).

Major Duties

Participates in and successfully completes an annual 1 week refresher course in parachute jumping, parachute handling, firefighting, and use of specialized tools and techniques.

As dispatched to fire, makes parachute jumps from various aircraft under varying elevation, wind, terrain, and ground conditions. Executes landings on rough terrain, open areas, mountainous slopes, and timber.

Suppresses wildland fire using a variety of hand and power tools such as Pulaski, shovel, chain saw, crosscut saw, and McLeod. Moves dirt, chops brush and logs, fells trees and snags, applies water by hose or backpump, etc., to build fireline and control spreading wildland fire.

As assigned, jumps as Initial Attack Fireboss. Determines fire strategy, makes work assignments, reviews work performance, and makes fire and time reports.

Travel to fire assignments may vary from parachute jumping to foot travel, truck, bus, helicopter, etc., and fire action may vary from individual efforts to serving as a member of specialized Interregional Fire Crew, Helitack Crew, Pump Crew, etc. May serve in any capacity as assigned and qualified such as Crew Boss, Fire Boss III, or Sector Boss.

Cares for and maintains tools, equipment, jump gear, and parachutes.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Basic knowledge for fire behavior, including causes of fire; influence of wind, slope, topography, fuel moisture.

Skill in parachute jumping, safety checks and exit procedures from a variety of aircraft; guiding parachute to landing target under different wind and drift conditions; emergency actions in case of parachute malfunction or unforeseen conditions, terrain, ground cover, or wind drift; let down procedures for descent from tall trees; cargo retrieval techniques.

Skill in use of hand tools such as Pulaski, shovel and crosscut saw; and power tools including chain saw and portable pump, to build fireline and control wildfire.

Thorough knowledge of accepted safety practices to prevent injury or loss of life in parachute jumping, fire suppression, helicopter operations, retardant dropping, etc.

Knowledge of fire terminology to communicate with crewmembers and aircraft including use of radio.

Basic knowledge of first aid procedures to provide emergency care and transport in case of injuries.

Basic knowledge of work procedures and practices in working with helicopters and aircraft.

Factor 2, Supervisory Controls

The supervisor assigns work with which employee is familiar because of previous experience or training in terms of objectives to be achieved.

Assignments are carried out independently without specific instruction. Problems involving unfamiliar conditions are referred to supervisor for instruction or advice, and are reviewed during process.

Review of work is on the basis of successful accomplishment of fire suppression missions.

Factor 3, Guidelines

Most guidelines are provided in the form of oral instructions and training prior to actual fire suppression activities.

Since not every possible situation can be anticipated and covered in training, employee must use judgment in applying knowledge as supervisor is not available for consultation much of the time. Written guides such as Safety Regulations must be consulted and applied frequently without immediate supervisory guidance.

Factor 4, Complexity

Parachute jumps as directed by spotter and performs a variety of tasks to suppress forest and range fires, using a variety of hand and power tools. When instructed to jump, employee must determine guidance action of parachute necessary to reach given target area and landing procedure or alternate landing target and corrective action necessary due to unforeseen ground or wind conditions. When suppressing wildfire, uses approved fire suppression techniques. Specific tasks or sequences in which they are to be done, are readily apparent and require few choices. Action to be taken is dictated by the fire situation or covered by supervisor in charge. Employee must frequently determine which approved fire suppression technique or procedure in appropriate for conditions encountered.

Factor 5, Scope and Effect

Primary role of smokejumpers is to reach and suppress small or inaccessible fires before they expand. The scope varies from that of a very small fire which may be suppressed individually to acting as a member of a fire organization which may involve several hundred people.

The effect of the work performed in any case is to minimize total loss.

Factor 6, Personal Contacts

Contacts are primarily with coworkers, other firefighting technicians and professionals, within the organization.

Factor 7, Purpose of Contacts

Contacts are to exchange information and clarify instructions or requests regarding the work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, and carrying objects weighing 100 pounds or more for long distances.

The duties of this position require incumbent to meet prescribed physical requirements as measured by performance of:

7 pull-ups
25 push-ups
45 sit-ups
1 1/2 mile run in less than 11 minutes

Factor 9, Work Environment

Parachutes into and performs work in a forest environment in timbered and steep terrain, where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather and from the fire, and smoke and dust conditions are frequently severe. Conditions while riding in airplane suited up for jump are hot, cramped, and sometimes extremely turbulent which may promote air sickness. Hazardous nature of work requires that protective clothing (jump suite and helmet, boots, hardhats, gloves, fire resistant clothing, etc.) be worn and protective equipment such as fire shelters be used.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2073	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Supervisory Forestry Technician	GS	462		6	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SUPVRY FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2073

SUPERVISORY FORESTRY TECHNICIAN, GS-462-6

Introduction

This position serves as supervisor of a tanker crew of four to six members in suppressing wildland fires. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Supervises operation of tanker with a crew of four to six firefighters. Directs the tanker to fire location and positions in appropriate location in consideration of safety of crew and equipment.

Makes initial evaluation of fire situation, determines suppression method to use, hose lays, deployment of crew, point of initial attack, type of tools to use, and application of water. Keeps dispatcher or superior informed and requests additional assistance as necessary.

Determines probable causes of fire and preserves evidence of man caused fires.

Maintains records and prepares reports on crew hours and movement and history of action taken on fires.

Trains and drills crewmembers in methods and techniques of firefighting, including the use of handtools, water, chemicals, and effective use and care of the tanker truck and accessories.

Serves as member of a large fire organization as qualified and assigned.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Exercises the full range of supervisory duties for three or more subordinates by assigning, directing, and reviewing their work. Plans, schedules and coordinates work, and resolves technical problems. Carries out established personnel functions and practices, and keeps employees informed about personnel management programs. Informs higher level supervisor of anticipated work force needs; informally recommends employee status changes (such as promotion, reassignments, awards, and step increases); approves leave; sets performance standards and evaluates performance; provides for employee development, resolves minor grievances, meets with union representatives and EEO counselors, and informs employees of management policies and goals.

Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out unit affirmative action efforts and those action described in the Service-wide Affirmative Action Plan that affect the unit.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including fire behavior, fire organizations, fire equipment, and fire line construction to suppress and direct suppression of fires under various conditions of weather, terrain, and wildland fuels.

Thorough knowledge of fire tank truck hydraulic systems, including effect of elevation, friction loss, pressure, etc., pumping mechanisms, hose thread and apparatus differences, and operating procedures to distribute hose lays and to operate equipment for peak utilization.

Knowledge of accepted safety practices especially around fire engines and in suppressing fires to prevent injury, damage or loss of life.

Knowledge of fire regulations, policies and procedures of other fire agencies to work with other agencies on fire suppression assignments.

Skill level sufficient to maintain current State vehicle operators license appropriate for vehicle operated.

Knowledge of supervisory methods and of personnel procedures to redeem supervisory duties.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives with instructions on new projects or major changes.

The incumbent plans and carries out recurring work without detailed instructions.

New or significantly changed assignments are reviewed and recurring work is occasionally spot checked.

Factor 3, Guidelines

Guidelines include Fireline Handbook, Forest Service Health and Safety Code, Guides for Supervisors, and other written and oral instructions.

The incumbent selects the appropriate guidelines, consults and interprets them, and applies procedures. Uses judgment in applying guidelines, and solves most day-to-day problems independently.

Factor 4, Complexity

Supervises the operation of a large tank truck with complex pumping mechanisms and accessories, and a crew of four to six employees in suppressing fires. The incumbent must consider equipment and personnel capabilities, weather, terrain and priorities and proceed independently.

Must make frequent critical decisions under time pressures and emergency conditions concerning fire suppression methods and crew safety when choices are limited, conditions are hazardous, etc.

Factor 5, Scope and Effect

This position provides skill and expertise in use and operation of a fire tank truck for suppressing wildland fires.

Work affects the promptness and effectiveness of application of water to fire, and ensures proper and safe use of equipment. Extent of loss is directly related to effectiveness of suppression action.

Factor 6, Personal Contacts

Contacts are with crewmembers, others in the fire organization, other fire protection agency firefighters and with forest visitors.

Factor 7, Purpose of Contacts

Contacts are to coordinate suppression activities, to request reinforcements, and report via radio on the fire situation and potential for rapid spread.

Factor 8, Physical Demands

Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, individual lifting and carrying of items weighing up to 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility/dexterity. The duties of this position require that the incumbent meet prescribed physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surface may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from fire. Smoke and dust conditions are frequently severe. Hazardous nature of the work requires that protective clothing (boots, hardhats, gloves, etc.) be worn.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5139	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Supervisory Forestry Technician	GS	462		6	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SUPVRY FRSTRY TECHNCN
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

11L

Standard Job No. N5139

SUPERVISORY FORESTRY TECHNICIAN, GS-462-6

Introduction

This position serves as supervisor of a fire suppression crew. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Exercises the full range of supervisory duties for seven to twelve subordinates by assigning, directing, and reviewing work. The incumbent plans, schedules and coordinates work, and solves difficult technical problems. Incumbent carries out established personnel functions and practices, and keeps employees informed about important aspects of personnel management programs. Informs higher level supervisor of anticipated work force needs; informally recommends employee status changes (such as promotion, reassignments, awards, and step increase); approves leave; sets performance standards and evaluates performance; provides for employee development, resolves minor grievances, meets with union representatives and EEO counselors, and informs employees of management policies and goals.

Actively supports the civil rights program in the unit and communicates this support to subordinates. The incumbent cooperates in developing and carrying out unit affirmative action efforts and those described in the Service-wide Affirmative Action Plan that affect the unit.

Supervises and personally performs, fire suppression efforts using such firefighting tools as axe, shovel, Pulaski, McCloud, falling saws, etc., in initial attack, fire line construction and mop-up activities. Operates slip-on or portable pumper units, laying out hose lines as appropriate. Determines best method of attack, makes judgments regarding location and width of fireline in relation to fuel types, topography, etc. Cleans, reconditions, and stores specialized fire tools and equipment in prescribed manner. May also perform slash disposal and prescribed burning work.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices and techniques, including accepted fire suppression methods to be used in various type of fuels and under a variety of conditions of weather and terrain.

Knowledge of fire behavior, fire organizations, and fire equipment to suppress and direct suppression of fires under various conditions of fuels, weather, and terrain.

Skill in use of hand tools such as Pulaski, shovel, and crosscut saw; and power tools including chain saw and portable pumps to build fireline and control wildfire.

Knowledge of fire terminology to communicate with other crewmembers including use of radio.

Knowledge of safety techniques to prevent injury to self and others.

Ability to supervise and provide instructions to subordinates.

Factor 2, Supervisory Controls

The supervisor assigns work and outlines objectives.

The incumbent plans and carries out the work with considerable independence and without detailed instructions.

Work is reviewed on the basis of overall effectiveness of the work.

Factor 3, Guidelines

Guidelines include Fireline Handbook, Health and Safety Code, Forest Service Manual, and other written guides and work plans.

The incumbent selects, interprets and applies the guides, using initiative and resourcefulness in solving unforeseen problems.

Factor 4, Complexity

This position supervises a fire suppression crew. The incumbent must consider personnel capabilities, weather, terrain, and priorities and proceed independently. Must make frequent critical decisions under time pressures and emergency conditions. Decides placement of crew attack methods, etc., and is responsible for crew safety and welfare.

Factor 5, Scope and Effect

The purpose of the work is to suppress wildland fires.

The desired result of the work is to minimize the loss to valuable watershed, recreational sites and other natural resources.

Factor 6, Personal Contacts

Contacts are with members of the crew, other members of the fire organization, and cooperating agencies.

Factor 7, Purpose of Contacts

Contacts are to provide supervision, to exchange information on fire status such as size, probable cause, reinforcement needs, and to serve as liaison with cooperating agencies in fire suppression activities.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, throwing, lifting, and frequently carrying objects weighing over 50 pounds. The duties of this position require that the incumbent meet Level 3 Physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

The work is performed in a forest environment in steep terrain, where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, etc. Temperatures are frequently extreme, both from the weather or from the fire. Smoke and dust conditions are frequently severe. Hazardous nature of the work requires that protective clothing (boots, hardhat, gloves, etc.) be worn.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5140	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		6	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5140

FORESTRY TECHNICIAN, GS-462-6

Introduction

This position serves as a full assistant and alternate to the supervisor of a helicopter operations/fire suppression crew. This position is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

As assistant to the supervisor of a crew, leads a group of firefighters. Trains by demonstrating skills in use of hand and power tools, hoses, chemicals, pumps, helicopter accessory equipment and in loading, manifesting, load calculating, and alighting from helicopter. Observes, corrects, and evaluates crew skills. Explains fire behavior characteristics, safety regulations, and work procedures.

Assigns work to individuals to best utilize skills and balance workload, checks on progress, corrects unsafe or incorrect procedures, checks work for adequacy, answers procedural questions of crew, maintains work records, insures that tools and equipment are available, resolves minor complaints, and insures that crew needs are met. Informs supervisor of accomplishments, problems, etc.

This position has a regular and recurring responsibility (approximately 40 percent of the time) to act as supervisor in charge on 2 days per week in a 7-day operation. During this time, has responsibility for numerous technical decisions regarding flight patterns, landings, and crew actions without technical advice and assistance, and commonly resolves technical problems in situations where quick action is needed and where no technically qualified advisor is available.

Prepares plans for construction and maintenance of helicopter landing areas, maintenance of tools and equipment, and other projects.

Serves as contract inspector for enforcement of helicopter contract provisions, with authority to correct problems at the site and to ground equipment or take other action until problems are corrected.

Informs helicopter pilots of forest procedures, current weather information, and ongoing forest projects. Directs pilots to destinations and in other activities such as water drops, aerial-seeding applications, etc.

Analyzes fire conditions and determines attack methods.

Maintains helicopter reports and records and makes reports of fires.

As required by the situation, performs same duties as crewmembers such as loading helicopter, making load calculations, preparing manifests, fighting fire, serving as aerial observer, inventorying equipment, etc.

Acts as an aerial observer in initial attack situations and reports fire locations by legal description, drainage name, longitude-latitude coordinates, size of fire, etc. Advises on condition of fire.

Factor 1, Knowledge Required by the Position

Practical knowledge of the practices, methods, and techniques of forestry based on intensive training and diversified work experience.

Thorough knowledge of air operations, particularly helicopter operations, and of helicopter capabilities and limitations to determine loading, takeoff and landing sites, estimate time requirements, etc.

Thorough knowledge of Forest Service helicopter policies and procedures which includes pertinent FAA Regulations, Air Safety.

Knowledge of helicopter contract provisions to determine that contract provisions are met.

Thorough knowledge of maps and map reading of fire behavior, fire organizations, fire equipment, and fireline construction to suppress and direct suppression of fires under various conditions.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives with detailed instructions on new projects or major changes.

The incumbent plans and carries out recurring work without detailed instructions.

New or significantly changed assignments are reviewed and recurring work is spot checked.

Factor 3, Guidelines

Guidelines include Helicopter Handbook, Interagency Helicopter Training Guide, Fireline Handbook, Health and Safety Code, Aircraft Contracts, Forest Service Manual, and other written guides and work plans.

The incumbent selects, interprets, and applies the guides using initiative and resourcefulness in solving unforeseen problems.

Factor 4, Complexity

This position has responsibilities for aircraft contract inspection, planning, and fire suppression, and assisting with crew supervision.

The incumbent must consider equipment and personnel capabilities, weather, terrain, cost effectiveness, and priorities and proceed independently.

Must make frequent critical decisions under time pressures and emergency conditions, such as where to land crews. Choices are limited and conditions are hazardous, whether or not to ground helicopter, etc.

Factor 5, Scope and Effect

The purpose is to provide skilled on-site management of helicopter loading and movement of personnel and materials to fires.

The work assures the safe and effective utilization of contract helicopters and effective fire suppression which will minimize losses.

Factor 6, Personal Contacts

Contacts are with the crew, pilots, mechanics, contracting officer representative, Forest Air Officer, air operations experts and others in the fire organization, and with other Federal, State and local fire protection agencies such as BLM, local fire departments.

Factor 7, Purpose of Contacts

Contacts are to exchange information about suppression of fires, air operations, and immediate work situation, and to coordinate fire suppression activities and fire agencies to suppress wildland fires.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including lifting and carrying objects weighing over 50 pounds. The duties require the incumbent to meet Level 3 Physical requirements as measured by the Step Test or 1.5 mile run.

Factor 9, Work Environment

Work is performed at airstrips, heliports, unimproved helispots, and in the forest environment in steep terrain, where surfaces may be uneven, rocky, etc. The presence of various aircraft being loaded, taking off, and landing creates special hazards.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS	4b SUPV/MGR CODE
	11			N2076	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Lead Forestry Technician (Smokejumper)	GS	462		7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
LEAD FRSTRY TECHNCN (SMKJMPR)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a primary firefighter position under the provisions of 5 USC 8336(c).

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2076

LEAD FORESTRY TECHNICIAN (SMOKEJUMPER), GS-462-7

Introduction

This position serves as squadleader of a small crew of smokejumpers in parachute jumping and fire suppression.. Upon completion of annual refresher training, is subject to work assignment throughout the Region, in any other Forest Service Region, or for other Government agencies concerned with managing forest or range lands. This is a primary firefighter position under the provisions of 5 USC 8336(c).

Major Duties

Participates in and successfully completes an annual 1-week refresher course in parachute jumping, parachute handling, firefighting, and use of specialized tools and techniques.

As dispatched to fire, makes parachute jumps from various aircraft under varying elevations, wind, terrain, and ground conditions. Makes landings on rough terrain, open areas, mountainous slopes, and timber.

Suppresses wildland fire using a variety of hand and power tools such as Pulaski, shovel, chain saw, crosscut saw, and McLeod. Moves dirt, chops brush and logs, fells trees or snags, applies water by hose or backpump, etc., to build fireline and control spreading wildland fire.

Travel to fire assignments may vary from parachute jumping to foot travel, truck, bus, helicopter, etc., and fire action may vary from individual efforts to serving as a member of specialized Interregional Fire Crew, Helitack Crew, Pump Crew, etc. Serves as Crew Boss of up to 25 firefighters and Fire Boss III. May serve in any capacity as assigned and qualified such as Sector Boss or Heliport Manager.

Serves as spotter on jump flights. Directs pilot in navigation to locate fire and maneuver plane in dropping pattern. Selects target spot and determines whether jumping is advisable under existing conditions. Checks jump equipment and instructs jumpers on problems and techniques peculiar to given mission. Directs jumping of the crew and drops cargo. Appraises conditions and fire situation, and recommends or takes necessary action such as dropping additional smokejumpers or requesting retardant drops. Serves as cargo dropper in aerial delivery of firefighting equipment and supplies.

Inspects, repairs, and packs parachutes as licensed rigger. Serves as loadmaster for loading equipment and supplies, or dispatcher in ordering and dispatching aircraft and initial attack forces.

Cares for and maintains tools, equipment, jump gear, and parachutes.

May be assigned to other resource management activities such as recreation, timber, or reforestation when not performing fire suppression duties.

Serves as work leader of a crew of 5 to 8 GS-5 and GS-6 smokejumpers engaged in parachute jumping and fire suppression work. Lead responsibilities include, but are not limited to: distributes workload among employees, checks progress of work and makes adjustments, accepts finished work and amends or rejects work not meeting standards, instructs employees in specific job techniques, gives on-the-job training to new employees, checks working conditions and ensures work is done safely, monitors performance and disciplinary problems, resolves informal complaints or employees, reports on employee performance, and makes work reports including worktime and leave.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, methods, and techniques, including accepted fire suppression methods to be used in various types of fuels and under a variety of conditions of weather and terrain.

Thorough knowledge of fire behavior: causes of fire, influence of wind, slope, topography, fuel moisture.

Skill in parachute jumping: safety checks and exit procedures from a variety of aircraft; guiding parachute to landing target under different wind and drift conditions; emergency actions in case of parachute malfunction or unforeseen conditions of terrain, ground cover, or wind drift; let down procedures for descent from tall trees; cargo retrieval techniques.

Knowledge of spotting techniques and procedures to be licensed spotter; skill in detecting weather factors that affect jump conditions, reading drift streamers to determine wind direction and force, recognizing terrain conditions affecting safeness of jump and landing spots.

Basic navigation skill to direct pilot in flight and dropping pattern. Skill in recognizing unsafe pilot practices to abort mission.

Knowledge of FAA regulations and procedures and skill in packing parachutes to be licensed senior parachute rigger.

Basic knowledge of work procedures and practices in working with helicopters and aircraft.

Skill in use of hand and power tools such as Pulaski, shovel, crosscut saw, chain saw and portable pump to build fireline and control wildfire.

Knowledge of fire and flight terminology to communicate with crewmembers, dispatchers, pilots, and other personnel involved in fire suppression activities, including use of radios and ground signals.

Thorough knowledge of accepted safety practices to prevent injury or loss of life in parachute jumping, spotting, cargo dropping, fire suppression, helicopter operations, retardant dropping, etc.

Knowledge of first aid procedures to provide emergency care and transport in case of injuries.

Factor 2, Supervisory Controls

Works under the general supervision of a smokejumper foreman. Work assignments with which incumbent is familiar because of past experience and training are made in terms of objectives to be achieved

Incumbent independently carries out assignments. Supervisor advises on special problems, changes in or application of new policy or techniques, and provides guidance for short- and long-range plans.

Plans and accomplishments are reviewed for technical soundness, efficiency, and correctness of decisions or actions taken. Individual judgment and initiative must be exercised to arrive at decisions and actions, particularly on assignments where incumbent has full responsibility, without supervision or review, for on-the-ground decisions and control action.

Factor 3, Guidelines

Most guidelines are provided in the form of oral instructions and intensive training prior to actual fire suppression activities.

Since not every situation can be anticipated and covered in training, employee must use judgment in applying knowledge as supervisor is not available for consultation much of the time. Written guides such as Safety Regulations must be consulted and applies frequently without immediate supervisory guidance.

Factor 4, Complexity

Performs and leads crews in performance of a variety of tasks to suppress wildland fires. Incumbent must recognize and evaluate a wide variety of conditions or situations to determine and/or select course of action, e.g, in selecting jump spot or determining that a mission will be aborted, in analyzing fire situation and determining best method and techniques for attack, in determining need for and taking alternative or emergency action, etc.

Factor 5, Scope and Effect

Primary role of smokejumpers is to reach and suppress small or inaccessible fires before they expand. The scope varies from a very small fire which may be suppressed individually to acting as a member of a fire organization which may involve several hundred people

The effect of the work performed in any case is to minimize total loss.

Factor 6, Personal Contacts

Contacts are with coworkers and others in the fire organization.

Factor 7, Purpose of Contacts

Contacts are to exchange information and clarify instructions or requests regarding the work situation.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including walking, climbing, shoveling, chopping, lifting, and carrying objects weighing 100 pounds or more sometimes for long distances.

The duties of this position require incumbent to meet prescribed physical requirements as measured by performance of:

7 pull-ups
25 push-ups
45 sit-ups
1 1/2 mile run in less than 11 minutes

Factor 9, Work Environment

Parachutes into and performs work in a forest environment in timbered and steep terrain, where surfaces may be extremely uneven, rocky, covered with thick, tangled vegetation, etc. Temperatures are frequently extreme, both from the weather and from the fire, and smoke and dust conditions are frequently severe. Conditions while riding in airplane suited up for jump are hot, cramped, and sometimes extremely turbulent which may promote air sickness. Hazardous nature of work requires that protective clothing (jumpsuit and helmet, boots, hardhats, gloves, fire resistant clothing, etc.) be worn and protective equipment such as fire shelters be used.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5138	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

This is a secondary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N5138

FORESTRY TECHNICIAN, GS-462-7

Introduction

This position serves as Forest Dispatcher a National Forest Supervisor's Office which has hazardous fire conditions in dry seasons with some potential for major fires. The primary line of work is fire management. This is a secondary firefighter position under the provisions of 5 USC 8336(c). It provides coverage under those provisions to incumbents transferring directly from a primary firefighting position or who have previously transferred directly from a primary to a secondary position.

Major Duties

Performs and/or directs forest dispatch of personnel, equipment, and supplies for fire suppression. As temporary fire boss (until fire is manned) determines nature and extent of resources to be dispatched. Receives requests from fire bosses, and mobilizes, orders and dispatches resources.

Maintains the Forest mobilization plan and dispatch system and procedures. Determines kinds and amounts of resources (personnel, equipment and services) required to meet predetermined protection objectives, locates resources and service agencies (heavy equipment, food suppliers, etc.,), and may recommend contract agreement provisions.

Coordinates the utilization of firefighting resources with adjoining forests, other Federal agencies, State units and private industry.

Maintains preattack plans by making periodic inventories of facilities and their status, such as water sources, roads and trails, fire camp sites, potential fire line locations, and updating maps and records.

Directs collection of weather data at stations on the forest, inspects stations, trains weather observers. Receives and interprets weather forecasts; determines daily manning plans for forest and districts. Provides daily fire weather data, and burning indices to ranger districts, cooperators and industry.

Instructs at fire training sessions on subjects such as the fire danger rating system. Maintains the fire job qualification (red card) system.

Reviews individual fire reports; prepares regular and special fire reports.

Factor 1, Knowledge Required by the Position

Knowledge of forestry practices, techniques, regulations, policies, standards and procedures applicable to dispatching of fire fighting resources, (personnel, aircraft, supplies and equipment) in order to recommend plans for and perform dispatching service.

Knowledge of physical features of the forest area, current knowledge of prevailing local and regional weather conditions, and general knowledge of fuels and fire behavior to recognize inconsistencies in requests for resources and/or to exercise judgment in acting on requests.

Working knowledge of capability and limitations of available firefighting resources to judge the appropriateness of requests for dispatch of resources and/or to determine or advise on extent of resources to dispatch in each situation.

Working knowledge of National Fire Danger Rating System; National Fire Job Qualification System; computer operation for data entry, storage and retrieval; and weather reporting to use and maintain these systems.

Knowledge and skills in both written and verbal communication, and a working knowledge of terminology and code commands used in dispatching.

This position requires previous fire suppression experience.

Factor 2, Supervisory Controls

The supervisor makes assignments in terms of responsibilities, and sets priorities.

The employee carries out the dispatch function with considerable independence, but refers unusual problems to the supervisor. The supervisor is kept informed of progress.

Completed work is reviewed for methods used and compliance with plans.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks, mobilization plans, and fire dispatching practices and procedures.

Guidelines are often incomplete in dealing with complex fire situations and do not usually provide specific solutions. The employee must use seasoned judgment developed through firefighting experience and training to reach decisions on allocation of resources during fire emergencies, and to act on situations which guides do not cover.

Factor 4, Complexity

Gathers and analyzes data, prepares plans and reports, recommends formal agreements, and performs fire dispatching duties for the forest.

The forest has hazardous conditions during dry seasons, and has some potential for major fire damage to resources and property.

The dispatcher must recognize inconsistencies in information received from persons reporting fires. Must also use judgment in determining reasonableness of requests for the dispatch of resources.

Factor 5, Scope and Effect

The purpose of the work is to recommend plans for dispatching resources to suppress wildland fires, and to perform the dispatch function.

The decisions made and actions taken are critical to the protection of land resource values, and to the efficient use of resources.

Factor 6, Personal Contacts

Contacts are with managers, Forest and District employees, Regional Office Fire Management group leaders, adjoining national forests, other Federal agencies, forest dispatchers, State forestry agencies; fire weather forecasters, timber operators, and air service specialists.

Factor 7, Purpose of Contacts

Contacts are to exchange information and coordinate with local units, adjoining forests and cooperating agencies and industries in planning and performing the dispatch function for the Forest.

Factor 8, Physical Demands

The work is mostly sedentary; some long hours are required.

Factor 9, Work Environment

The work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5136	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Supervisory Forestry Technician	GS	462		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
SUPVRY FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

This is a secondary firefighter position under the provisions of 5 USC 8336(c).

Standard Job No. N5136

SUPERVISORY FORESTRY TECHNICIAN, GS-462-7

Introduction

This position serves as supervisor of a crew of firefighters who are dispatched via helicopter and as a specialist in helicopter operations related to fire and other resource activities. The primary line of work of this position is fire management. This is a secondary firefighter position under the provisions of 5 USC 8336(c). It provides coverage under those provisions to incumbents transferring directly from a primary firefighting position or who have previously transferred directly from a primary to a secondary position.

Major Duties

Exercises the full range of supervisory duties for a work force which varies from a minimum of four to a maximum of 30, and includes one or more assistants at grades GS-5 or GS-6. Assigns, directs, and reviews work. Plans, schedules, and coordinates work, and solves difficult technical problems. Carries out established personnel functions and practices, and keeps employees informed about important aspects of personnel management programs. Informs supervisor of anticipated work force needs; informally recommends employee status changes (such as promotion, reassignments, and awards); approves leave; sets performance standards and evaluates performance; provides for employee development, resolves minor grievances, meets with union representatives and EEO counselors, and informs employees of management policies and goals.

Assumes full and final technical responsibility for technical decisions regarding flight readiness of helicopter, helicopter loading, flight patterns, landings, and crew actions without technical advice and assistance, and commonly resolves technical problems in situations where quick action is needed and where no technically qualified advisor is available.

Actively supports the civil rights program in the unit and communicates this support to subordinates. Cooperates in developing and carrying out affirmative action efforts and those actions described in the Service-wide Affirmative Action Plan that affect the unit.

Gathers data, computes travel time to various points, and makes advance plans for attack on future fires. Participates with higher levels and other supervisors in developing district and forest plans and projects. Prepares plans for construction and maintenance of helicopter landing areas, tools, and equipment, and other projects.

Serves as COR for enforcement of helicopter contract provisions; has authority to correct problems at the site, issue change orders, and to ground equipment or take other action until problems are corrected.

Trains helicopter pilots in Agency policies and procedures related to helicopter use and provides pilot with basic information of fire behavior, fire-fighting methods, and fire organization. Directs pilot to destinations, and in other activities such as water drops, aerial seeding applications, etc. Maintains helicopter reports and records.

As required by the situation, performs same duties as crew members such as loading helicopter, making load calculations, preparing manifests, serving as aerial observer, etc. Serves on large fires, as qualified and assigned.

Acts as an aerial observer in initial attack situations and reports fire locations by legal description, drainage name, longitude-latitude coordinates, size of fire, etc. Advises on condition of fire, such as fuel types, terrain, rate of spread, path of fire. Occasionally performs similar work in nonfire aerial operations such as seeding, aerial herbicide application, photo missions, etc.

Develops and implements District pre-attack block plans by supervising data collection, on-the-ground layout of pre-attack facilities and is responsible for the maintenance of pre-attack block maps.

Factor 1, Knowledge Required by the Position

Substantial practical knowledge of the practices, methods, and techniques of forestry and fire management. Thorough knowledge of air operations, particularly helicopter operations, and of the capabilities and limitations of helicopters and related equipment to determine loading, takeoff and landing sites, estimate time requirements, etc.

Thorough knowledge of Forest Service helicopter policies and procedures, which includes pertinent FAA Regulations, Air Safety.

Thorough knowledge of helicopter contract provisions to determine that contract provisions are met.

Thorough knowledge of maps and map reading, fire behavior, fire organizations, fire equipment, and fire line construction to suppress and direct suppression of fires under various conditions.

Knowledge of supervisory methods and procedures to redeem supervisory duties.

This position requires previous fire suppression experience.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives with instructions on new projects or major changes.

The incumbent plans and carries out recurring work without detailed instructions.

New or significantly changed assignments are reviewed and recurring work is only spot checked. The incumbent is subject to reviews made by air operations, safety and fire experts from higher organization levels.

Factor 3, Guidelines

Guidelines include Helicopter Handbook, Interagency Helicopter Training Guide, Fireline Handbook, Health and Safety Code, aircraft contracts, Forest Service Manual, and other written guides and work plans.

The incumbent selects, interprets and applies the guides, using initiative and resourcefulness in solving unforeseen problems.

Factor 4, Complexity

This position supervises a helicopter-dispatched fire suppression crew and has responsibilities for aircraft contract administrative planning and fire suppression. The incumbent must consider equipment and personnel capabilities, weather, terrain, cost effectiveness, and priorities and proceed independently. Must make frequent critical decisions under time pressures and emergency conditions such as where to land crews when choices are limited and conditions are hazardous, whether or not to ground helicopter, etc.

Factor 5, Scope and Effect

The purpose is to provide skilled on-site management of helicopter loading and movement of personnel and materials to fires, and to ensure the safe and effective utilization of contract helicopters.

The work results in effective fire suppression which will minimize losses, as well as other resource activities requiring helicopter use.

Factor 6, Personal Contacts

Contacts are with the crew, pilots, mechanics, contracting officers, Forest Air Officer, air operations expert and others in the fire organization. May have contact with other Federal, State and local fire protection agencies such BLM, BIA, or local fire departments.

Factor 7, Purpose of Contacts

Contacts are made to provide orientation and training to cooperating agencies, to exchange information about suppression or fires, air operations, and immediate work situation. May be involved in working with other crews in coordinating fire suppression activities and fire agencies to suppress wildland fires.

Factor 8, Physical Demands

The work requires strenuous physical exertion for extended periods including lifting and carrying objects weighing over 50 pounds.

Factor 9, Work Environment

The work is performed at airstrips, heliports, unimproved helispots, and in the forest environment in steep terrain, where surfaces vary from paved to extremely uneven, rocky, etc. The presence of various aircraft being loaded, unloaded, taking off and landing creates special hazards as does various ground equipment such as trucks.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5127	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg   4-2-84

Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-78)

Standard Job No. N5127

FORESTRY AID, GS-462-03

Introduction

This position is located on a Forest Service unit. Incumbent performs a variety of work in support of the unit recreation program.

Major Duties

Checks visitor use of recreation facilities. Notes compliance with recreation area rules and regulations of parking, campfires, sanitation, use of picnic sites, or hunting and fishing. Reports violations to supervisor. Cleans recreation areas and maintains improvements.

Answers routine questions in accordance with Good Host concept.

Constructs and/or maintains trails.

Factor 1, Knowledge Required by the Position

Basic knowledge of forestry practices and techniques to perform recreation work assignments.

Working knowledge of detailed recreation rules and regulations to assist Forest visitors, detect and report violations.

Knowledge of basic communications to effectively meet and deal, on routine day-to-day matters, with coworkers and Forest visitors.

Knowledge of basic procedures for cleaning and maintaining recreation areas, facilities and trails.

Skill to use hand and power tools and chemicals for cleaning and maintaining recreation areas, facilities and/or trails.

Basic knowledge of safety practices to prevent injury and loss of life.

Factor 2, Supervisory Controls

The supervisor typically makes assignments on a day-to-day basis.

Incumbent gets instruction on new or changed tasks. Instructions cover work methods, procedures, and results desired.

Routine assignments are checked frequently for accuracy upon completion.

Factor 3, Guidelines

Guidelines include detailed procedures, verbal and written instructions from the immediate supervisor.

Little or no interpretation is required and course of action is usually obvious.

Factor 4, Complexity

Work consists of a variety of routine and frequently recurring tasks. Assignments are limited to areas which usually pose no problems and where action to be taken is easily identified. There is little difficulty or originality involved in the work.

Factor 5, Scope and Effect

The work performed supports the duties of higher grade personnel.

The work affects the quality of the recreation opportunity offered to Forest users/visitors.

Factor 6, Personal Contacts

Contacts are with coworkers, Forest users/visitors, and local residents.

Factor 7, Purpose of Contacts

Contacts are to provide information and answer routine questions about assigned resource areas.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a Forest environment where the terrain may be steep, uneven, rocky and covered with thick vegetation. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots, goggles, hardhats, and gloves.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5128	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5128

FORESTRY TECHNICIAN, GS-462-04

Introduction

This position is located on a Forest Service unit. Incumbent performs a variety of technical work in support of the unit recreation program.

Major Duties

Contacts visitors to provide information about recreation regulations, opportunities, and current restrictions. Provides information on resource management practices in the area. Maintains contact with Campground Host(s). Checks for compliance with regulations, issues notices for common violations, and reports other violations to supervisor. At designated fee sites, collects monies from sale of recreation use permits, safeguards money and unused permits.

Assures recreation area and trails are maintained in accordance with standards. Constructs and rehabilitates minor recreation facilities and trails.

Makes safety checks of public use areas and takes corrective action.

On occasion, directs or leads one or two lower grade employees engaged in recreation maintenance and/or contract work. Makes day-to-day assignments and ensures quality of completed work.

Factor 1, Knowledge Required by the Position

Knowledge of standard forestry practices, including those applicable to recreation and/or wilderness to perform forestry assignments.

Knowledge of standard recreation operation policies and regulations to enable incumbent to accomplish assigned recreation duties.

Knowledge of procedures for constructing, cleaning and maintaining recreation areas, facilities, and trails to ensure that recreation area is safe and esthetically pleasing to Forest visitors.

Knowledge of communications including principles of Good Host Program to effectively meet and deal with coworkers and Forest visitors.

Knowledge of basic Forest Service policies and resource management practices to provide information to Forest visitors.

AVAILABLE

Skill to use hand and power tools and chemicals for constructing, cleaning and maintaining recreation areas, facilities and/or trails.

Knowledge of basic safety practices to prevent injury and loss of life.

Factor 2, Supervisory Controls

The supervisor makes assignments of routine work without specific instructions as to work methods.

Incumbent uses initiative to carry out recurring assignments independently. Detailed instructions are provided for new assignments. Technical or controversial problems are referred to supervisor.

Completed work is reviewed for technical adequacy and adherence to instructions; however, complex assignments may be reviewed in process.

Factor 3, Guidelines

Guidelines include Cleaning Recreation Sites Publication, Collection Officer's handbook, other recreation related handbooks, and oral and written instructions which are specific as to the action to be taken.

The supervisor is available either in person or by radio to provide guidance in situations where deviation from guidelines or standard procedures is necessary. Incumbent uses judgment in locating, selecting and applying the guideline to fit specific situations.

Factor 4, Complexity

Recreation assignments involve the performance of a variety of related tasks requiring the use of judgment and skill in selecting proper techniques and adapting to situations at hand. Little difficulty is encountered in determining what needs to be done. Decisions made involve making choices in well-defined situations.

Factor 5, Scope and Effect

Purpose of the work is to perform a variety of forestry tasks in support of the unit recreation program.

Work performed facilitates the work of others and contributes to the efficient management of the recreation area.

Factor 6, Personal Contacts

Contacts are with coworkers, Forest users/visitors, and local residents. Contacts are generally made at the recreation area.

Factor 7, Purpose of Contacts

contacts are to give factual information regarding recreation opportunities and regulations or to give and receive instructions.

Factor 8, Physical Demands

The work requires moderate to strenuous physical exertion including walking in steep or uneven terrain, bending, lifting, and carrying.

Factor 9, Work Environment

Work is performed outdoors where there is exposure to extremes of weather and temperature. Work area varies from established recreation area to wilderness. The work requires the use of safety equipment such as boots, goggles, hardhats. May require working and living under primitive conditions.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5129	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ____________

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5129

FORESTRY TECHNICIAN, GS-462-05

Introduction

This position is located on a Forest Service unit. Incumbent carries out a variety of project plans in support of the unit recreation program.

Major Duties

Assures recreation sites and areas with one or two major uses are operated and maintained in accordance with operation and maintenance plans. Reports on conditions and use of sites and areas. Serves as inspector for recreation area cleanup and/or maintenance contracts. Maintains contact with and provides support to Campground Host(s). Serves as a unit fee collection officer.

Performs safety hazard analyses of public use areas; tests potable and swimming water; and takes or recommends corrective action.

Patrols wilderness to ensure areas are operated, used and maintained in accordance with Wilderness Management Plan.

Provides detailed information about recreation opportunities to Forest visitors consistent with Good Host concept. Provides information on resource management practices, regulations and current conditions.

Collects, compiles and summarizes information for RIM and other recreation data management systems. Provides input for programming and planning.

Oversees the construction and maintenance of trails. Monitors the condition and use of trails.

On occasions, directs or leads a crew of one or two lower grade employees engaged in recreation maintenance work. Makes day-to-day assignments and ensures quality of completed work.

Factor 1, Knowledge Required by the Position

Practical knowledge of forestry with sufficient knowledge of standard forest recreation area operation, maintenance and use regulations and procedures to perform a variety of assignments in support of the unit recreation program.

Knowledge of recreation operation and maintenance plans to schedule daily activities, establish maintenance schedules and inspect cleanup operations.

Basic knowledge of recreation inventory/planning systems; i.e.i ROS, RIM, VMS, and CRM to provide input for recreation program management.

Ability to effectively meet and deal with contractors, coworkers, and Forest visitors; and demonstrate Good Host principles.

Knowledge of user fee collection system to serve as a recreation fee collection officer.

Knowledge of health and safety hazards, water quality standards, and accepted safety practices to prevent disease, injury or loss of life.

Factor 2, Supervisory Controls

The supervisor makes assignments in terms of objectves to be achieved.

Incumbent draws upon experience and training previously received to perform work assignments where standard practices apply. Routine problems are resolved by the incumbent, but unusual or controversial problems are referred to superior who is usually available for advice or consultation.

Completed work is reviewed for technical soundness and compliance with policy and requirements.

Factor 3, Guidelines

Guidelines include Cleaning Recreation Sites Publication, Collecton Officer's handbook, other recreation related handbooks, and oral and written instructions which are specific as to the action to be taken. The supervisor is available either in person or by radio to provide guidance in situations where deviation from guidelines or standard procedures is necessary. Judgment in selecting and applying the appropriate guideline to fit a specific situation is also necessary.

Factor 4, Complexity

Recreation and wilderness assignments involve the performance of a variety of related tasks requiring the use of judgment and skill in selecting proper techniques and adapting to situations at hand. Although work methods are established, employee is required to recognize differences between various situations to accomplish the work.

Factor 5, Scope and Effect

The work involves the carrying out of a variety of operations or project plans in support of the District recreation program.

The work product or service provides for a satisfying recreation experience for Forest users/visitors.

Factor 6, Personal Contacts

Contacts are established with coworkers, contractors, Forest users/visitors, and local residents, and with individuals or groups outside of the immediate organization.

Factor 7, Purpose of Contacts

Contacts areto provide information; obtain compliance; plan, coordinate or advise on work efforts; and/or resolve operating problems.

Factor 8, Physical Demands

The work requires moderate to strenuous physical exertion including walking on steep or uneven terrain, bending, lifting, and carrying.

Factor 9, Work Environment

Work is performed outdoors where there is exposure to extremes of weather and temperature. Work area varies from established recreation area to wilderness. The work requires the use of safety equipment such as boots, gloves, goggles, and hardhat. May require working and living under primitive conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5102	4a. FLSA STATUS N (0 - EXEMPT 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		1	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor　　Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg　　4-2-84
Signature　　Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5102

FORESTRY AID, GS-462-1

Introduction

Serves as an aid to higher-grade technicians or professionals in a Forest Service Research Work Unit. Assists higher grade employees by performing a variety of repetitive, simple tasks.

Major Duties

Learns basic forestry methods and procedures, and safe work practices to carry out one or a few simple, fundamental tasks.

Learns how to record simple observations and measurements and make simple arithmetic computations.

Factor 1, Knowledge Required by the Position

Ability to follow instructions, ask questions, and observe work methods and procedures.

Knowledge of basic arithmetic to perform simple computations.

Skill to record simple observations and measurements.

Factor 2, Supervisory Controls

Duties are assigned by the supervisor with detailed instructions for each task. Procedures and methods are demonstrated.

Works under continuous and immediate supervision at all times. Performs all duties as instructed.

Work is observed frequently, checked in process, and on completion for accuracy and adherence to instructions.

Factor 3, Guidelines

Guidelines are limited to verbal or detailed written instructions.

Incumbent follows procedures exactly with no deviations.

Factor 4, Complexity

Works consists of one or a few simple forestry-related tasks to provide a learning situation.

Assignment of tasks is on a one-at-a-time basis.

Tasks vary, but all are simple and require following clear instructions.

Factor 5, Scope and Effect

Duties assigned provide a learning situation for the incumbent.

Duties performed facilitate the work of others in the research work unit.

Factor 6, Personal Contacts

Contacts are with employees within the research work unit.

Factor 7, Purpose of Contacts

Contacts are to give and receive information concerning work.

Factor 8, Physical Demands

The position requires capacity for strenuous physical effort such as walking and climbing over rough and steep terrain.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind or dust may be encountered. The work requires use of safety equipment such as boots, gloves, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5103	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		2	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY AID	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5103

FORESTRY AID, GS-462-2

Introduction

Serves as an aid to higher-grade technicians and/or professionals in a Forest Service Research Work Unit by performing simple duties involving the application of basic forestry tasks.

Major Duties

Observes and, in a training capacity, assists higher-grade employees in carrying out repetitive forestry tasks including research plot installation and maintenance. Incumbent is required to become familiar with various techniques used in experiments conducted by the unit.

Takes measurements, records data, keeps concise records, and performs simple mathematic calculations.

Performs specified, simple, repetitive tasks concerning operation of equipment, experimental areas, facilities, and instruments.

Factor 1, Knowledge Required by the Position

Knowledge of routine work procedures to assist in maintaining and performing research plot installation in a fixed or prescribed sequence.

Knowledge of accepted safety practices to prevent injury.

Skill to record data and perform simple mathematical calculations.

Skill in applying appropriate procedures as learned.

Skill in handling and maintaining standard forestry instruments.

Factor 2, Supervisory Controls

The supervisor assigns work with detailed and explicit instructions, and new work is demonstrated and checked in progress.

Employee uses initiative in carrying out recurring assignments independently.

Recurring work is spot checked in progress and upon completion.

Factor 3, Guidelines

Guidelines include well-established work methods and procedures and specific verbal and written instructions from the immediate supervisor.

Guidelines are fully applicable and where instructions do not apply, the problem is referred to the supervisor.

Factor 4, Complexity

Work consists of a variety of routine repetitive tasks.

Assignments are limited to areas which usually pose no problems and where work to be performed is easily identified.

Work is simple with limited variety and difficulty.

Factor 5, Scope and Effect

The purpose of the work is to carry out assigned tasks to assist higher grade technicians and/or professionals.

The impact of the job is to facilitate the work of others and contribute to the operating efficiency of the RWU.

Factor 6, Personal Contacts

Contacts are generally with coworkers.

Factor 7, Purpose of Contacts

Contacts are made to exchange easily understood information and answer routine questions about assigned duties and work area.

Factor 8, Physical Demands

The work requires some strenuous physical effort including walking, climbing, lifting, and frequently carrying moderately heavy objects.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind or dust may be encountered. The work requires use of safety equipment such as boots, gloves, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5104	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Aid	GS	462		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5104

FORESTRY AID, GS-462-3

Introduction

Position is located at a Forest Service unit. As a crew member, performs simple tasks involving application of routine forestry procedures and techniques required in Research or cooperative forestry.

Major Duties

Incumbent performs a combination of the following typical duties:

Takes measurements, collects, or records field data from established or preselected forest sites. Data collected includes number of seedlings or trees; height, diameter and form class of trees; size of plot or sample area; number of insects counted or collected and similar data.

Collects a variety of animal, soil or plant specimens for propagation or examination or analysis by others.

Transfers raw data to prescribed forms and performs standard arithmetic computations, i.e., multiplication, averaging, determining ratios, etc.

Plots data or results by drawing simple curves, and constructs simple charts or graphs to visually present accumulated data.

Uses and maintains standard forestry tools such as diameter tape, compass, chain, pruners, power saws, increment bores, etc.

Performs a variety of field activities such as collecting cones or seeds, planting trees, applying herbicide, pruning or thinning trees.

Factor 1, Knowledge Required by the Position

Knowledge of basic forestry techniques, practices, and procedures for taking measurements, collecting and recording field data.

Skill in collecting in animal, soil and plant specimens.

Knowledge of basic arithmetic to transfer raw data to prescribed forms.

Knowledge and skill to use and maintain standard forestry tools such as diameter tape, compass, chain, pruners, power saws, and increment bores.

Skill in collecting cones or seeds, planting trees, applying herbicide, pruning or thinning trees.

Factor 2, Supervisory Controls

The supervisor assign work and provides training in standard forestry practices including safety, and in use of standard tools and equipment.

Assignments are on a day-to-day basis.

Work is checked frequently while in progress to assure careful and accurate performance and an adequate degree of progress.

Factor 3, Guidelines

Guidelines for work are numerous, detailed and specific.

Little or no interpretation is required and course of action is usually obvious.

Factor 4, Complexity

Work consists of a variety of routine, frequently recurring tasks.

Assignments are limited to areas which usually pose no problems and where action to be taken is easily identified.

Factor 5, Scope and Effect

The work performed supports the duties of higher grade personnel and has an impact on the general efficiency of the project.

Factor 6, Personal Contacts

Contacts are with coworkers.

Factor 7, Purpose of Contacts

Contacts are to provide information and answer routine questions about assigned duties and work area.

Factor 8, Physical Demands

The position requires physical exertion such as walking and climbing.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky and covered with thick vegetation. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5132	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM A-332
(REV. 1-79)

Agency Copy

Standard Job No. N5132

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position is located in a Forest Service Research Work Unit. Serves as a technical assistant to professional research scientists or higher grade technicians in the field and/or at a nursery, arboretum greenhouse, or laboratory by carrying out a sequence of operations requiring the use of standard forestry practices.

Major Duties

Incumbent independently performs a sequence of operations such as the following:

Assists in setting up and operating standard equipment used for performing laboratory tests to make scientific measurements and observations of sample materials gathered from experimental field plots.

Gathers and prepares field samples and data from experimental field plots for laboratory and statistical analysis. These samples may involve entomological, silvicultural, seed, fire, recreation, or an array of scientific disciplines utilized throughout the Forest Service.

Measures plant coverage, tree height and diameter, fuel loading, tree age, canopy cover, slope, humidity, precipitation, and soil depth. Assists in setting up standard equipment for performing field tests and studies (e.g., flammability of fuels under various conditions, effects of insect infestations, etc.).

Locates field plots by interpreting maps and aerial photos, determining scale of aerial photos, running compass lines, and chaining distances.

Operates simple scientific or precision instruments, calculating machines, and other apparatus as required.

Oversees one or two employees in performance one or more of these duties.

Factor 1, Knowledge Required by the Position

Practical knowledge of methods and techniques of forestry to perform work in the specific areas to which assigned.

Skill in operating standard equipment used in the particular forestry assignment to locate field plots, gather data, and take measurements.

Skill in following written and oral instructions to carry out assigned duties in a precise and orderly manner.

Skill in the safe use of tools, instruments and other apparatus used in the work and of other safety measures to prevent injury or loss of life.

Knowledge of procedures used in gathering and recording field data in order that data collected will be meaningful and useful.

Skill in identifying common species unique to the assigned area of work.

Factor 2, Supervisory Controls

Assignments of routine work are made by the immediate supervisor without specific instructions as to work methods.

The employee uses initiative in carrying out recurring assignments independently, providing detailed instructions for new assignments. Technical or controversial problems are referred to the supervisor.

Completed work is reviewed for technical adequacy and adherence to instructions; however, complex assignments may be reviewed in process.

Factor 3, Guidelines

Guidelines are provided in the form of oral instructions, written guides relevant to the specialized area of work, work plans, etc.

Employee must select the appropriate guide for each situation. The employee applies the guidelines without change; deviations are referred to and/or authorized by the supervisor.

Factor 4, Complexity

Assignments involve the performance of a variety of related duties requiring skill and judgment in regularly recurring situations.

Work methods are well established although there are choices to be made requiring the employee to recognize differences between various situations.

Work requires technical adequacy and adherence to instructions in reporting factual information.

Factor 5, Scope and Effect

The work performed supports the duties of higher grade technicians and/or scientists.

The accuracy of the technical work has an important impact on subsequent scientific work performed by others.

Factor 6, Personal Contacts

Personal contacts are with employees in the work unit and in related or support units. Some contacts with the general public can occur.

Factor 7, Purpose of Contacts

Contacts are to give instructions and receive information in order to coordinate work activities.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work may be performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick vegetation. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such boots, goggles, and hardhat. Work may also be performed in a laboratory, greenhouse and/or arboretum setting wherein temperatures and general working conditions are quite favorable.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5133	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. *Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: Katherine Q. Solberg
and Title: Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5133

FORESTRY TECHNICIAN, GS-462-4

Introduction

This position is located in a Forest Service Research Work Unit. The incumbent serves as a subprofessional member of team involved with the collection of information on the forest and related renewable resources.

Major Duties

Interprets aerial photos and maps to locate previously selected study sites. Contacts owners for permission to enter property. Locates specific study site and reconstructs old plot configuration or establishes new plot parameters, as instructed.

Verifies all tree class components in each sample plot. Assesses tree lengths, cubic and board-foot culls. Completes inventory sample record by coding and recording measurements and observations.

Instructs others in the location, measurement and species identification of all sample trees.

Factor 1, Knowledge Required by the Position

Practical knowledge of standard forestry practices and techniques, including knowledge of species, and working knowledge of inventory techniques and procedures used in plot assessment and description.

Knowledge of accepted safety practices to prevent injury to personnel and property.

Knowledge and skill in interpreting maps and aerial photos to locate study plots.

Skill in using tools such as compass, clinometer, increment borer, diameter and survey tapes to take measurements.

Skill in taking accurate measurements and recognizing inconsistencies.

Factor 2, Supervisory Controls

Recurring work is assigned without specific procedural instructions. Detailed instructions are provided for unfamiliar assignments.

Following approved study plans or oral instructions, the employee must use initiative to complete work with considerable independence. Problems involving unfamiliar conditions are referred to the supervisor.

Complex assignments are spot-checked in progress and all assignments are reviewed upon completion for technical adequacy.

Factor 3, Guidelines

Approved study plans, established procedures and/or oral instructions cover the bulk of assignments.

The employee must use judgment in selecting and applying appropriate methods and techniques, especially in situations where the supervisor may not be available for consultation prior to some action being taken.

Factor 4, Complexity

Assignments typically involve a sequence of related steps or procedures.

The employees in expected to use some discretion in choosing between accepted procedures in accomplishing the work.

The work involves carrying out a sequence of operations which requires skill and judgment in applying the appropriate procedure.

Factor 5, Scope and Effect

The purpose of the work is to carry out specific technical procedures to collect information on the forest and other renewable resources.

The work has a direct impact on accomplishment and accuracy of research findings and on the efficiency of the Research Work Unit.

Factor 6, Personal Contacts

Contacts are with unit coworkers, landowners and the general public.

Factor 7, Purpose of Contacts

Contacts are to provide or obtain factual information.

Factor 8, Physical Demands

Work requires physical exertion for extended periods including walking, climbing, shoveling, lifting, and carrying moderately heavy objects.

Factor 9, Work Environment

Work is performed in a forest environment. Terrain may be steep, uneven, rocky, and covered with vegetation, climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind or dust may be encountered. Standard safety equipment is required.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5134	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5134

FORESTRY TECHNICIAN, GS-462-5

Introduction

The incumbent serves as a technician to forestry research scientists at one of the several field or laboratory facilities of a Research Station.

Major Duties

Incumbent independently performs technical duties in support of professional scientists conducting research projects in one or another of the fields of timber, recreation, wildlife, watershed, forest management, or forest fire research. A combination of two or more of the following duties are typical of those performed by the incumbent.

Sets up laboratory equipment for making a variety of scientific measurements and observations of sample materials gathered from experimental field plots. Analyzes experimental data gathered in the lab by performing statistical manipulations on the data leading to basic conclusions and inferences, and accurately summarizes data.

Locates study areas and study plots in the field according to requirements of a study plan or instructions of supervisor.

Sets up standard equipment for performing any of a variety of field studies; compiles data from field and laboratory observations; analyzes data; and completes and documents data sheets.

Observes, measures, and records a variety of scientific phenomena that affect forest, range, or watershed conditions. Gathers data on such things as temperature, humidity, soil characteristics, precipitation, growth and mortality, cover types, species diameters, height and age of trees, shrub and ground cover vegetation characteristics, and amount and type of recreational use.

Operates scientific or precision instruments, calculating machines, and laboratory apparatus as required.

Assists in developing and adapting sensing and recording instrumentation and in establishing and calibrating instruments for specific experiments. Maintains and makes minor modifications to sensing and recording instruments.

Uses computers, calculators, recorders and other equipment to assist in compiling and reducing data from laboratory and/or field studies.

Factor 1, Knowledge Required by the Position

Thorough knowledge of forestry practices and techniques used in the assigned area to select and adapt procedures to meet specific field and/or laboratory conditions.

Skill in operating equipment used in assigned work to locate field plots; install, operate, and maintain instruments and equipment; gather and perform preliminary analysis of data, and take measurements.

Ability to make on-site decisions and judgments to effect results and complete assignments.

Skill in applying techniques and methods outlined by research scientists to a specified phase of a research study plan.

Factor 2, Supervisory Controls

The supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

The incumbent is responsible for carrying out familiar assignments and solving normal technical problems independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for the methods applied and technical adequacy.

Factor 3, Guidelines

Guidelines are numerous and include the technical manuals, project work plans, and written and verbal directives.

Incumbent is required to select and, on occasion, adapt the guidelines or procedures to be used.

Factor 4, Complexity

The incumbent carries out a variety of operations described in project work plans. Assignments and procedures used are quite complex; however, the technical guidelines are detailed and generally applicable.

The incumbent determines the appropriate guide(s) to be used for each assignment.

Depending on employee's analysis of the situation and issues involved, the incumbent follows study plans and adapts procedures where required.

Factor 5, Scope and Effect

The purpose of the work is to provide technical support to research scientists within the unit.

The work has a direct impact on accomplishment and accuracy of research findings and on the efficiency of the Research Work Unit.

Factor 6, Personal Contacts

Contacts are with forest users, landowners, cooperators, and other employees, both within and outside the immediate unit.

Factor 7, Purpose of Contacts

Contacts are to obtain advice, assistance, and training to fulfill general job requirements; to oversee work projects; and to coordinate various phases of work to assure valid experimental results.

Factor 8, Physical Demands

The work is physically demanding, requiring the ability to perform effectively in steep, debris and brush-covered terrain and/or perform laboratory work requiring prolonged periods of standing.

Factor 9, Work Environment

Work may be performed in office, laboratory, and/or field situations. Field work will involve driving, riding, and hiking in rugged, steep, debris and brush covered terrain in all types of weather. Office and laboratory work is generally performed in adequately heated and ventilated areas.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b SUPV/MGR CODE
	11			N5135	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Forestry Technician	GS	462		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FRSTRY TECHNCN
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332 (REV. 1-78)

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5135

FORESTRY TECHNICIAN, GS-462-5

Introduction

The incumbent collects resource data for a Research Work Unit of the Forest Service.

Major Duties

The incumbent independently performs a combination of the following typical duties:

Visits county courthouses and other government offices to classify land by stipulated ownership categories.

Transfers map point locations to aerial photos and does photo interpretation of each point to classify by land use and vegetative cover. Locates field plots by interpreting maps and aerial photos, determining the scale of aerial photos, running compass lines, and chaining distances.

Measures and records field data on the number, size, age, quality, and condition of sample trees; the physical characteristics and uses of the plot site; and the amount and distribution of nonarboreal species.

May lead other employees in the accomplishment of the above or related duties.

Factor 1, Knowledge Required by the Position

Practical knowledge of standard forestry practices and techniques, including knowledge of species, and working knowledge of inventory techniques and procedures used in plot assessment and description.

Skill in operating standard equipment such as clinometer, prism, stereoscope, D-tape and tape measure to transfer map points to aerial photos, locate field plots, and measure sample trees.

Skill in identifying common tree species and shrubs, major classes of insect and disease agents (bark beetles, defoliators, rusts, needle disease, heart rot and root rots), volume loss indicators, and physical attributes of a site to accurately collect and record field data.

Knowledge of procedures to follow in measuring and recording field data, including the use of a key chart to determine lesser known species and type of habitat.

Factor 2, Supervisory Controls

Work assignments involving concepts and methods typically familiar to the technician are made in terms of objectives to be achieved and without explicit instructions on work methods.

Day-to-day duties are carried out independently. The supervisor is available for assistance with unusual or complex problems.

Completed work is reviewed for methods applied and technical adequacy.

Factor 3, Guidelines

Guidelines include the technical manuals, project work plans, and written and verbal directives.

The incumbent is required to select from numerous guidelines, and on occasion, adapt the procedure(s) to be used.

Factor 4, Complexity

The duties are varied and consist of the collection and recording of data from aerial photos, maps, and in the field. Incumbent determines the set of procedures to follow before work progresses.

The field inventory procedure itself is quite complex because of the many different kinds of data collected. Judgment is required in distinguishing between appropriate classifications.

Factor 5, Scope and Effect

The purpose of the work is to collect field data within the scheduled time limits to accomplish overall unit goals.

Completed data will be used by various governmental agencies and private groups for regional, State, and county planning; and for Agency resource assessment and program development.

Factor 6, Personal Contacts

Contacts are with forest users, landowners, and with other agency employees, both within and outside the immediate organizational unit.

Factor 7, Purpose of Contacts

Contacts are made to explain the unit's activities, obtain permission to enter private land, and collect data.

Factor 8, Physical Demands

Use of the stereoscope for photo interpretation is generally very tiring and frequently will cause eye strain over the course of an 8-hour day. Field work usually requires walking and climbing several miles per day over rough and mountainous terrain. Work occasionally requires carrying heavy loads for overnight stays at inaccessible locations.

Factor 9, Work Environment

Field work may be performed under a variety of adverse conditions including rain, snow, subfreezing cold, heat, or dusty conditions. May be exposed to a variety of insects and animals including mosquitoes, yellow-jackets, rattlesnakes, and grizzly bears. Field work requires suitable clothing, boots, hardhat and possible a dust mask.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4 STANDARD JOB NUMBER N2006	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Soil Scientist	GS	470	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
SOIL SCNTST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2006

SOIL SCIENTIST, GS-470-5

Introduction

This position is located in a Forest Service unit. The incumbent serves as a trainee in the field of soil science.

Major Duties

Performs a variety of duties which will prepare the incumbent to assume higher level duties in a variety of resource management activities as identified in the training plan. Included is experience in resource management such as land management planning and implementation, soil evaluation techniques and procedures used to identify management opportunities, preparing management prescriptions for protecting and/or enhancing the soil resource, and standard administrative procedures including programing and budgeting.

Assists in conducting standard forest and rangeland soil resource inventories and watershed restoration needs inventories of assigned areas. Collects soil samples for laboratory analysis to determine soil characteristics. Selects, describes, and classifies soil properties according to the National Cooperative Soil Survey Standards.

Assists in analyzing soils and related information and prepares appropriate interpretative material which characterizes watershed conditions as they relate to management opportunities.

Assists in preparing watershed restoration plans, soil survey reports, and special project reports for planners, designers, managers, and other users.

Aids in providing soil management services to other resources in carrying out the goal of maintaining and improving soil productivity to provide sustained yields of renewable resources.

Performs other related activities as assigned for the purpose of broadening knowledge of Forest Service activities, timber cruising, marking, or fire suppression.

Factor 1, Knowledge Required by the Position

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methodology of soil science that would enable the incumbent to perform trainee level duties.

Skill in expressing thoughts, both verbally and in writing, is required in order to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions.

Employee works as instructed and consults with supervisor on matters not specifically covered in original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines are provided to the employee which include agency manuals and pertinent laws or current regulations in all fields of resource management.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods designed to orient the trainee in the practical application of policy and basic rules and regulations.

Assignments are typically screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of policy, rules, and regulations related to soils.

The effect of the work is to assist with the soils work on the unit and to relieve other employees of routine work.

Factor 6, Personal Contacts

Contacts are with employees in various units within the immediate office.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction and reporting on findings.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven ground, recurring bending, stooping, or similar activities.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work hazards include rick of injury from falls, strains, striking against brush and overhanging branches and exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2007	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

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3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Soil Scientist	GS	470	51	7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SOIL SCNTST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor — Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84
Signature — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2007

SOIL SCIENTIST, GS-470-7

Introduction

This position is located in a Forest Service unit. The incumbent serves as an advanced trainee in the field of soil science.

Major Duties

Conducts standard forest and rangeland soil resource inventories and watershed restoration needs inventories of assigned areas. Collects soil samples for laboratory analysis to determine physical, chemical, and morphological characteristics. Selects, describes, and classifies soil properties according to the National Cooperative Soil Survey standards.

Analyzes soils and related information and prepares interpretative material which characterizes watershed conditions as they relate to management opportunities.

Assists in writing watershed restoration plans, erosion control plans, soil resource improvement plans, soil management reports, soil survey reports, and special project reports for planners, designers, managers, and other users.

Provides soil management services to other resources in carrying out the goal of maintaining and improving soil productivity to provide sustained yields of renewable resources.

Performs other related work as assigned for the purpose of broadening knowledge of Forest Service activities, such as timber cruising, marking, and fire suppression.

Factor 1, Knowledge Required by the Position

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study) of basic principles, concepts, and methodology of soil science plus skill and knowledge gained through additional experience or education, that provides the ability to perform recurring assignments independently.

Skill in expressing thoughts, both verbally and in writing, is required to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor assigns work with general instructions as to objectives and procedures to be used along with quality, quantity, and timeliness expected.

Recurring work is performed independently without specific instructions. The employee consults with the supervisor or a higher grade specialist on any deviations, problems, or unfamiliar situations.

Completed work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include agency manuals and pertinent laws and regulations. Guidelines are detailed and usually are directly applicable to the assigned work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and making minor deviations to adapt the guidelines to specific cases. Situations where existing guidelines are inadequate or proposed deviations are significant are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied, continuing, and special assignments which are designed to provide diversified experience as a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number of standard soil science principles, methods, and practices in order to solve relatively limited problems.

Factor 5, Scope and Effect

The purpose is to carry out relatively routine assignments or portions of activities of a broader scope.

Work efforts affect the accuracy, reliability, and acceptability of processes and services, abd relieve higher grade specialists of routine work.

Factor 6. Personal Contacts

Personal contacts are with other employees in various units within the immediate office and related support units.

Factor 7, Purpose of Contacts

Contacts are mainly to obtain and exchange information, answer questions, and explain well-established policies, procedures, or requirements.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven ground, recurring bending, stooping, or similar activities.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5070	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Soil Scientist	GS	470	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
SOIL SCNTST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5070

SOIL SCIENTIST, GS-470-9

Introduction

This position is located in a Forest Service unit. The incumbent serves as a fully operating professional soil scientist.

Major Duties

Conducts reconnaisance and detailed soil surveys including field and/or laboratory examination, description, classification, and mapping of soils.

Prepares soil survey reports, watershed restoration plans, erosion control plans, soil resource improvement plans, soil management reports, and other special project reports for planners, designers, managers, and other users.

Identifies alternative soil management practices for different groups of soils. Provides soil management services to other resources in carrying out the goal of maintaining and improving soil productivity and controlling sediment to provide sustained yields of renewable resources.

Analyzes soils and related information and prepares appropriate interpretative material used to develop land management functional plans and resource plans for timber, water, range, recreation, wildlife, and guidelines for engineering soil stability and erosion control protection.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles, concepts, and methodology of soil science sufficient to carry out a variety of complete projects of moderate complexity.

Working knowledge of related disciplines such as forestry or range.

Skill in expressing thoughts, both verbally and in writing, is required to document and report on technical aspects of the work.

Knowledge of accepted standard concepts and practices of classification and mapping and laboratory testing of soils.

Factor 2, Supervisory Controls

Supervisor provides overall objectives and deadlines within which projects are to be accomplished.

Employee plans and organizes work independently in accordance with established standards. Unusual technical problems are referred to supervisor.

Work is reviewed for technical adequacy, accuracy, and conformance to guidelines.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, regulations, and approved plans and documents which are not completely applicable to specific cases and problems.

The employee must apply and adapt precribed guidelines and issuances to the survey, investigatory, and advisory work.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments. The assigned work area is usually one of diverse topographic conditions and the soils are in complex patterns. The soil scientist evaluates alternative approaches and determines the appropriate solutions to apply.

Factor 5, Scope and Effect

The work involves analysis and evaluation of soil data.

Recommendations affect decisions on land management and land use, and as well as the quality, utilization, and protection of soils on the Forest.

Factor 6, Personal Contacts

Contacts are with Agency personnel, planning groups, and landowners.

Factor 7, Purpose of Contacts

Contacts are to exchange and present information and provide technical assistance.

Factor 8, Physical Demands

Work requires walking over rough and uneven terrain and recurring bending crouching and stooping activities.

Factor 9, Work Environment

Work is performed in office and field settings. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and exposure to inclement weather.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5069	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Soil Scientist	GS	470	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): SOIL SCNTST

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ________ Date ________

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg — Signature
4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and on claims on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5069

SOIL SCIENTIST, GS-470-11

Introduction

This position is located in a Forest Service unit. The incumbent serves as a soil scientist concerned with the development of technical soils information for resource management planning.

Major Duties

Supplies soil related information to the land management planning process. Provides technical expertise in analyzing this information. Determines resource potentials, suggests alternative management practices, predicts the effect of each management alternative, and assesses the resource trade-offs required to build an optimum program. Formulates and recommends Forest short range programs for soils management and provides technical evaluation and support to the development of long range plans.

Makes assigned soil mangement investigations of soil management problem areas, analyzes this data, and makes recommendations which are used in preparing integrated plans for resource management activities on the Forest. Advises land managers of capabilities and limitations of soils for a variety of contemplated uses and activities (e.g., timber sales, watershed rehabilitation projects, transportation planning, or recreation development). Serves on interdisciplinary teams conducting environmental analyses of proposed projects.

Provides soil related information needed to develop and maintain the Forest Land Management Plan, compartment examination prescriptions, and other project proposals and environmental analyses. Monitors ongoing projects to evaluate the effects of management practices on the soil.

Conducts reconnaissance and detailed soil surveys in areas of moderate complexity. Is completely responsible for development and interpretation of soil survey legend. Prepares inventory reports which include inventory descriptions, and map unit descriptions characteristics.

Participates in the preparation of input to the annual and long range program and budget process by recommending priorities for soil projects.

Conducts training of personnel in the use and application of soil surveys and interpretations and in general soils management. Prepares technical papers and attends meetings of appropriate professional societies.

Factor 1, Knowledge Required by the Position

Professional knowledge of principles, concepts, and practices of soil science applicable to soil management, classification, and mapping sufficient to develop and execute soil management programs and activities on the unit.

Knowledge of related disciplines such as hydrology, geology, forestry, engineering, wildlife, and fisheries.

Knowledge of Agency land management policies and procedures sufficient to ensure that the plans and programs are consistent with such policies and procedures.

Knowledge of soil management and the ability to relate surveys and studies to land management planning.

Factor 2, Supervisory Controls

Supervisor assigns work in terms of general objectives and priorities.

The incumbent independently plans and organizes all phases of work assignments, and coordinates work with others as necessary. Unprecedented situations or those requiring policy determinations are referred to the supervisor with recommendations on action to be taken.

Completed work is reviewed for technical soundness and coordination with other activities.

Factor 3, Guidelines

Guides are Agency manuals and handbooks, regulations and plans, or previous mapping and land classification.

Guidelines are not completely applicable to specific cases or problems. The incumbent uses judgment in adapting, developing, or recommending modifications to guidelines. Soil scientists must frequently adapt procedural manuals and policies to specific local conditions.

Factor 4, Complexity

The work includes varied assignments and involves making recommendations relating to many resource areas. This requires well developed judgment to determine and analyze the characteristics of a variety of soil types for multiple use needs. Soil types are complex and areas of surveys are geographically diverse. At this level, the soil scientist is responsible for conducting complete inventories.

Factor 5, Scope and Effect

The purpose of the work is to plan and carry out complete soils management projects and activities.

Soil management recommendations affect the quality, utilization, and protection of soils as well as other resources on the Forest and have an important impact on determining land use or changes in management practices.

Factor 6, Personal Contacts

Contacts are with Agency personnel, other Federal agencies, State and local governments, planning groups, and landowners.

Factor 7, Purpose of Contacts

Contacts are to exchange and present information and provide technical assistance.

Factor 8, Physical Demands

Work requires walking over rough and uneven terrain and recurring bending, crouching, and stooping activities.

Factor 9, Work Environment

Work is performed in office and field settings. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5080	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Fishery Biologist	GS	482	51	5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
FISH BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5080

FISHERY BIOLOGIST, GS-482-5

Introduction

This position is located on a Forest Service unit. The position serves as a trainee in fisheries management within the framework of forest management.

Major Duties

Performs the following tasks under close supervision:

Collects field data on streams and lakes for preparation of survey reports. Performs other simple and routine assignments as directed.

Attends training and study courses in fisheries management and land uses as they affect fish species.

Prepares reports that are required to record activities and inform supervisor of progress in the area of responsibility.

Responsible for the proper use and maintenance of all equipment and supplies required in the performance of duties.

Keeps informed on current developments in fisheries management, habitat development and maintenance, State fishery projects, State fishing regulations and harvest and the activities of other forest functions that may affect fish or its habitat.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methodology of fisheries biology as would typically be acquired in a bachelor's degree program to perform trainee level duties and to relate academic learning to the operational job.

Factor 2, Supervisory Controls

The supervisor makes assignments on a daily or weekly basis, with detailed instructions and objectives, priorities, and deadlines.

Supervisor provides advice on unusual situations which do not have clear precedents and those not covered in instructions or guidelines. Work is carried out under close supervision following accepted practice.

Work is reviewed during progress and upon completion.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks, technical literature, precedents, and criteria which are detailed and directly applicable.

Incumbent works in adherence to the guidelines, but must exercise some independent judgment in determining when to seek supervisory advice.

Factor 4, Complexity

Work involves various on-the-ground applications of basic principles of fishery biology. Work to be done is identified through discussions with supervisor. Tasks are covered by specific guidelines and precedent situations. Journeyman biologists are available at higher organization levels for consultation on technical questions.

Factor 5, Scope and Effect

Purpose of the work is to give incumbent basic training in practical application of theory and principles in preparation for advancement.

Work has an impact on the unit output targets.

Factor 6, Personal Contacts

Contacts are with professional and technical employees who are engaged in various related fields.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, and professional development of the incumbent.

Factor 8, Physical Demands

The work requires considerable walking, bending, and climbing, often over rough, uneven surfaces or mountainous terrain.

Factor 9, Work Environment

Work is performed in an office and field setting. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather. Safety equipment is required where the incumbent is near ongoing resource projects.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5079	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Fishery Biologist	GS	482	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FISH BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5079

FISHERY BIOLOGIST, GS-482-7

Introduction

This position is located on a Forest Service unit. The position is an advanced trainee position in fishery management within the framework of land management planning of forest lands.

Major Duties

Collects field data on fish habitats and other aquatic resources for preparation of maps and management plans.

Assembles biological data from records to determine past fishery and aquatic resource activities.

Classifies habitats and determines stream conditions for fisheries.

Conducts aquatic surveys and/or inventories for fish and other aquatic resources for land management planning, road construction, logging, fishery management plans and other purposes.

May supervise workers or serve as Contracting Officer's Representative for fish habitat improvement projects.

Investigates specific cases of fishery habitat damage and recommends alternative improvement action.

Monitors stream flow and fish habitat conditions as needed to determine maintenance of fish habitat. Conducts stream surveys. Investigates potential effects of water impoundments, diversions, and other water structures on fisheries.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methodology of fishery biology to perform developmental duties and to relate academic training to the assigned work.

Knowledge of Forest Service procedures, management plans, and work plans to complete assigned surveys, to collect data and to record and analyze data, prepare reports and make recommendations.

Knowledge of related functional resources to understand how the fishery function must be integrated in overall resource plans.

Factor 2, Supervisory Controls

The supervisor makes assignments by defining objectives, priorities, and deadlines, and provides advice in unusual situations which do not have clear precedents.

Incumbent carries out the work under general supervision following precedents or accepted professional practice.

Work is sometimes reviewed during progress and is reviewed on completion for technical accuracy, conformance to instructions, and to ensure that objectives are met.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks, technical literature, management and work plans, and precedents which are usually applicable.

Incumbent exercises some independent judgment in selecting appropriate guidelines and deciding among alternative approaches. Situations to which guidelines do not apply are referred to the supervisor.

Factor 4, Complexity

Works involves varied on-the-ground application of basic principles of fishery biology. Focus of the work is on development, conservation and management of fishery resources. Work to done is identified by management plans, road construction plans, logging plans, and through discussions with supervisor. Most situations are covered by specific guidelines and precedent situations that may require some adaptation. Higher level biologists and other professionals are usually available for consultation on technical questions.

Factor 5, Scope and Effect

Purpose of the work is to give incumbent training in fishery biology in preparation for advancement to higher level positions.

Work has an impact on unit output targets.

Factor 6, Personal Contacts

Contacts are with professional and technical employees of the unit, and in other agencies who are engaged in related work.

Factor 7, Purpose of Contacts

The purpose of contacts is primarily to exchange information, gain advice or assistance, report on status or findings, and for the professional development of the incumbent.

Factor 8, Physical Demands

Work requires some physical exertion in periods of walking on steep and rough terrain and wading in streams.

Factor 9, Work Environment

Work is performed in an office and field environment. Office work occurs in a traditional office setting. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather. Safety equipment is required when the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE
11		X	N5011	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Fishery Biologist	GS	482	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FISH BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature
4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals and on claims or exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5011

FISHERY BIOLOGIST, GS-482-9

Introduction

This position is located on a Forest Service unit. The incumbent serves as a fully operating professional fishery biologist in the administration of the fishery habitat and related coordination with other resources.

Major Duties

Provides biological input into the fishery management program and assists in development of fishery management plans. This includes gathering, compiling, and analyzing data to determine fish habitat needs; determining key spawning, rearing, and resident concentration areas; determining the need for and designing of fish habitat improvement projects; developing project plans for inclusion in Forest program of work; and studying and recommending solutions to special coordination problems involving fish habitat protection.

Works cooperatively with State and Federal fish and water quality management agencies. This includes gathering information for stream and lake management plans, surveys of fish occurrence, mapping key fish habitat for suitability and the determination of the need for fish habitat improvement or restoration.

Prepares environmental analysis reports in assigned functional area.

Serves as project leader of fish habitat improvement or stream and lake habitat surveys.

Responsible for assigned areas of public relation activities, such as speaking at meetings and participation in field trips.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles, theories, and concepts of fishery management techniques and policies to carry out conventional fishery management projects.

Knowledge of fishery needs and practices, land uses, hydrology, and aquatic biology to determine the ecological effects of changes of habitat of fish.

Knowledge of other resource activities such as timber, range, and minerals, to interpret the effect and impact of changes on fishery habitat as a result of resource activity and to suggest alternatives and mitigation measures where appropriate.

Knowledge of Agency policies, procedures, and requirements concerned with the multiple-use and sustained yeild of forest resources.

Knowledge and skills of oral and written communication to prepare reports and effectively deal with coworkers and other State and local officials.

Factor 2, Supervisory Controls

Supervisor makes assignments with general instructions and within the limits of approved and established programs, plans, and priorities.

Work is carried out independently in accordance with proven techniques, practices and previous experience. The supervisor is consulted on potentially controversial issues.

Completed work is reviewed for technical adequacy and soundness of judgment.

Factor 3, Guidelines

Guidelines are usually applicable and include Agency policy, manuals and handbooks, standard professional practices, published research results, annual work plans, long-range functional plans, and oral instructions from the supervisor. The guides may not address specific sets of circumstances found on-the-ground. The incumbent must consider the impact of decisions on the resource values and administrative issues.

Judgment is required to select from a number of apparent alternatives to identify the alternatives that best satisfy resource considerations of assigned functional area, as well as the total environment considerations.

Factor 4, Complexity

Fishery management activities vary from inventory and assessment work to interpreting habitat conditions, and include activities such as evaluating the positive and negative effects of management projects on fish habitat.

The assignment involves choosing the best techniques, recommending plans and priorities, and making daily decisions to fit a wide range of fish habitat conditions.

Analyzes and evaluates resources, and considers need to choose among alternative locations, techniques, or solutions. Problems are caused by weighing resource and economic considerations; community and industry dependence on the resources; substantial increases in demands; or interrelated multiple-use planning.

Factor 5, Scope and Effect

The purpose of the position is to participate in the planning, administration, and execution of the fisheries program on the unit.

The work affects the management of the habitat on the unit and overall management of the unit resources.

Factor 6, Personal Contacts

Contacts include coworkers and personnel from other State and Federal agencies. Contacts with the general public include organizations and individuals interested in fishery management.

Factor 7, Purpose of Contacts

Contacts with State and Federal agencies are to exchange information, discuss common objectives, jointly prepare management and project plans, and cooperate in management activities. Public contacts are to obtain or provide information on current or proposed Forest management activities which affect fish habitat.

Factor 8, Physical Demands

The work is performed in areas where considerable walking, bending, and climbing, often over rough, uneven surfaces or mountainous terrain occur.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather. Safety equipment is required where the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11		X	N5012	E 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Fishery Biologist	GS	482	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) FISH BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5012

FISHERY BIOLOGIST, GS-482-11

Introduction

Serves as fishery biologist on a Forest Service unit, with responsibility for planning, administering, and providing professional expertise in fisheries programs.

Major Duties

Provides advice and develops plans related to the protection and management of the aquatic resources, including, anadromous fish migrations, stream surveys, stream productivity, populations, stream utilization, physical and biological characteristics, endangered or critical species, and habitat improvements on rehabilitation programs. Provides recommendations relating to stream blockage removal projects, other management alternatives, including streamside/riparian area protection, and associated wildlife values, such as snag policy, old growth timber management, and wildlife surveys.

Participates in management investigations and surveys necessary for protection, mitigation of damage to, and restoration of fish habitat. Develops detailed project documents for sale area improvement (K.V.).

Plans and executes administrative studies to obtain information on the effects of forest management on fish populations, habitat, harvest, and movements. Correlates fisheries management with other resource uses such as timber, recreation and watershed management. Recognizes problems that may develop and recommends remedial action. Prepares technical progress and final reports, presenting results of administrative studies, surveys, and other activities relating to fisheries habitat management.

Participates on interdisciplinary teams for the evaluation of the impact of Forest Service or non-Forest Service activities on National Forest lands, and the development of land management plans.

Carries out actions as identified in Forest fish habitat management plans. Takes the initiative in seeing that approved plans are implemented.

Reviews proposed timber sale projects and makes specific recommendations through the environmental analysis process for fisheries habitat protection and enhancement.

Promotes understanding and cooperation between the Forest Service, other Federal agencies, State wildlife agencies, and special interest groups with respect to the fisheries resource and other resource activities. Represents the Forest Service at meetings relating to fisheries management.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles, theories, and practical applications of fisheries management, forest ecology, and the aquatic sciences to perform full range of duties connected with fisheries management.

Knowledge of Forest Service land management policies and procedures sufficient of ensure that plans and programs are consistent with policies and procedures.

Knowledge of fishery management principles and concepts and the ability to relate the results of studies and surveys to the concept of multiple-use management.

Familiarity with related fields such as wildlife management, timber management, soils, hydrology, recreation management, and geology as they relate to the fisheries program.

Knowledge of written and oral communications, sufficient to make presentations to groups, write letters, and technical reports.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope and general objectives. The incumbent and supervisor consult to develop time limitations and outputs for work.

Incumbent independently plans and carries out the work, resolving most of the problems and conflicts as they arise, coordinating work with others as necessary, and interpreting policy on own initiative. Keeps supervisor informed of progress and only seeks advice in very unusual or novel situations involving Agency policy.

Completed work is reviewed for meeting program objectives and for compliance with overall policies, regulations, and land management plans.

Factor 3, Guidelines

Guidelines include Agency and Forest policies, approved land management and long-range functional resource plans, and professional journals which outline major factors and criteria. Guides do not provide specific information on handling the range of situations encountered in carrying out the assignments.

The incumbent must use judgment in adapting, modifying, and extending methods and techniques to fit specific situations. The incumbent drafts Forest-wide guidelines, directives, and procedures.

Factor 4, Complexity

Assignments involve the need to assess, predict, and consider interrelationships of ecosystems, variable levels of resource management intensity, range of options, conflicting resource management objectives, and the need to work with interested and involved publics.

The work involves establishing criteria for ongoing and planned programs; formulating new projects to meet extended multiple resource management demands (i.e., RPA, NFMA); assessing the effectiveness of a variety of programs from an ecological approach; and investigating a number of conditions and questions in order to refine or to create a working information base to make decisions.

Long term decisionmaking is complicated by changes in the program scope and direction, new technical developments and knowledge, and a variety of conflicting requirements as to levels of production and appropriate levels of management for available resources.

Incumbent must interpret available data in terms of the variables involved, and extend and modify procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to oversee the planning, administration, and execution of the fisheries program on the unit.

The technical expertise provided by the incumbent affects the fish habitat production capability throughout the unit. Decisions can have a significant effect on long-range fish habitat conditions for several years.

Factor 6, Personal Contacts

Contacts are with other fishery biologists, and specialists in related, other Federal, State, and local agencies, and private individuals, groups, or organizations.

Factor 7, Purpose of Contacts

Contacts are to coordinate and resolve resource land management conflicts, and to integrate, promote, and apply principles of fisheries management and aquatic ecology to land management decisions and plans. Contacts are also for the purpose of planning and implementing fish habitat improvement projects, exchanging information, coordinating programs, and providing technical advice.

Factor 8, Physical Demands

The work is performed in an office and in the field. Field work involves long periods of walking and climbing on uneven, often steep terrain and wading in streams.

Factor 9, Work Environment

Office work is performed in an office setting. Field work requires exposure to extreme weather conditions, and risk of falls, strains, and sprains.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4 STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE
	11		X	N2004	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTA[illegible]H A PERMANENT POSITIO[illegible]
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Wildlife Biologist	GS	486	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) WLDLF BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U S Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2004

WILDLIFE BIOLOGIST, GS-486-5

Introduction

This is an entry level professional trainee position designed to provide development and training in wildlife management within the framework of multiple-use management of forest and range lands.

Major Duties

As a trainee, performs duties which are designed to orient the employee in the application of academic theories and basic principles to a variety of work situations. Assignments may be similar to those assigned to nonprofessional employees, but such tasks are primarily for training purposes, or to relieve higher grade employees of routine work.

Receives formal and on-the-job instructions and training designed to familiarize the incumbent with functions and operations of the organization, and to provide experience in the practical application of basic wildlife principles, theories, methods, techniques and practices.

Assists higher grade employees, or works as a team member, in accomplishing selected portions of projects which include the following:

Collects field data on fish and wildlife habitats and vegetation for preparation of wildlife species, range allotment, deer herd, and other maps and management plans.

Interprets aerial photographs to determine vegetation types. Classifies and evaluates vegetation and soil to determine suitable habitats and ranges.

Conducts inventories for big game, upland game, raptors, small mammals, and threatened and endangered species for land management planning, timber sale coordination, fuel management coordination, wildlife management plans, and other purposes.

Assembles biological and vegetation use data from records to determine past wildlife and livestock use.

Monitors stream flow and fish habitat conditions to determine maintenance of fish habitat, conducts stream surveys, and investigates potential effects of water impoundments, diversions, and other structures on fisheries.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methodology of wildlife biology as would typically be acquired in a bachelor's degree program to perform trainee level duties.

Ability to express thoughts both verbally and in writing.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Guidelines include Agency manuals, technical handbooks, directives, and guides which are detailed and directly applicable.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of specific tasks which are designed to orient the trainee in the practical application of theory and basic principles. These tasks are usually the routine and detailed work involved in projects being performed by higher grade employees. Duties may be similar to those performed by nonprofessional employees.

The decisions regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of and difference among a few easily recognizable situations.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of basic wildlife management principles.

The effect of the work is to increase the efficiency of the incumbent in performing wildlife duties and to facilitate the work of the unit.

Factor 6, Personal Contacts

Contacts are with professional and technical employees, who are engaged in various related professional and technical fields.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction, reporting on findings, general orientation, and professional development of the incumbent.

Factor 8, Physical Demands

The work is performed in areas where considerable walking, bending, and climbing, often over rough, uneven surfaces or mountainous terrain occur.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather. Safety equipment is required when the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2005	4a FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Wildlife Biologist	GS	486	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
WLDLF BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2005

WILDLIFE BIOLOGIST, GS-486-7

Introduction

This position in located on a Forest Service unit. The position serves as an advanced trainee in the field of wildlife biology.

Major Duties

As advanced trainee, conducts limited wildlife biology projects. Works on a developmental basis in acquiring the experience necessary to assume higher level professional wildlife biology responsibilities.

Collects field data on fish and wildlife habitats and vegetation for preparation of wildlife species, range allotment, deer herd, and other maps and management plans.

Interprets aerial photos to determine vegetation types. Classifies and evaluates vegetation and soil to determine suitable habitats.

Assembles biological and vegetation use data from records to determine past wildlife and livestock use. Conducts inventories for big game, upland game, raptors, small mammals, and threatened and endangered species for land management planning, timber sale coordination, fuel management coordination, wildlife management plans and other purposes.

Investigates wildlife damage to habitat reforestation projects and conflicts between livestock and wildlife. Recommends corrective action.

Monitors stream flow and fish habitat conditions to determine maintenance of habitat. Conducts stream surveys. Investigates potential effects of water impoundments, diversions, and other structures on fisheries.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methods of wildlife biology to perform developmental assignments.

Knowledge of Forest Service procedures, management plans, and work plans to complete assigned surveys, to collect data and to record and analyze data, prepare reports, and make recommendations.

Knowledge of related functional resources to understand how the wildlife function must be integrated in overall resource plans.

Factor 2, Supervisory Controls

The supervisor assigns work by defining objectives, priorities, and deadlines, and provides advice in situations without clear precedents.

Incumbent carries out the work under general supervision following precedents or accepted professional practice.

Completed work is reviewed for adequacy, completeness, accuracy of findings, and soundness of judgment.

Factor 3, Guidelines

Guidelines include Agency directives, instructions from higher grade employees, and written instructions which are specific and directly applicable to the work involved.

Applies some judgment in selecting the appropriate guidelines covering individual work assignments. Where existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

Work involves on-the-ground application of basic wildlife biology principles. Focus of the work is on forest and range conditions and wildlife habitat. Work is identified in management plans, timber and other resource plans. Most situations are covered by guidelines and precedent situations that may require some adaptation. Higher level employees are available for consultation on technical questions.

Factor 5, Scope and Effect

Purpose of work is to perform wildlife project work and to develop the employee for higher level professional wildlife biology assignments..

Work efforts have an effect on unit output targets.

Factor 6, Personal Contacts

Contacts are with other on the unit, adjacent units, and other agencies who are engaged in various related professional and technical fields.

Factor 7, Purpose of Contacts

Contacts are to exchange information, gain advice or assistance, report on status or findings, and for the incumbent's professional development.

Factor 8, Physical Demands

The work is requires considerable walking, bending, and climbing, often over rough, uneven surfaces or mountainous terrain.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, insect bites, and exposure to inclement weather. Safety equipment is required where the incumbent is near ongoing resource operations or other resource projects.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2041	4a. FLSA STATUS E (0 - EXEMPT 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Wildlife Biologist	GS	486	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) WLDLF BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2041

WILDLIFE BIOLOGIST, GS-486-9

Introduction

This position is located on a Forest Service unit. The incumbent serves as a fully operating professional wildlife biologist in the administration of wildlife habitat and related coordination with other resources.

Major Duties

Reviews a wildlife analysis program based on biological aspects. This includes gathering, compiling, and analyzing data to determine big game and other wildlife habitat needs and requirements; determining upland game bird breeding and brood areas and big game concentration areas; determining the need for and recommending wildlife habitat improvement projects; and studying and recommending solutions to special coordination problems involving wildlife habitat protection.

Works cooperatively with State wildlife resource agencies. This includes gathering information for wildlife management plans, surveys of game occurrence, mapping key game for suitability, determination of annual browse utilization and amount of soil disturbance, joint recommendations for annual game harvest, and the need for wildlife habitat development or restoration.

Prepares wildlife management input for the unit land management planning team. Prepares environmental analysis reports in assigned functional area.

Recommends, prepares, or reviews annual operating plans for wildlife habitat improvement and pest control projects in consideration of biological needs, project standards, and the needs of other resources.

Develops plans for information and education activities in wildlife conservation. Responsible for assigned areas of public relation activities, such as speaking at meetings and participating in field trips.

Serves as project leader on wildlife habitat improvement projects.

Factor 1, Knowledge Required by the Position

Professional knowledge of the principles, theories, and concepts of wildlife management techniques and policies to carry out conventional wildlife management projects.

Knowledge of wildlife needs and practices, land uses, range ecology, and plant ecology to determine the ecological effects of changes of habitat on wildlife.

Knowledge of other resource activities such as timber, range, and minerals, to interpret the effect and impact of changes on wildlife habitat as a result of resource activity and to suggest alternatives and mitigation measures where appropriate.

Knowledge of Agency policies, procedures, and requirements concerned with the multiple-use and sustained yield of forest resources.

Knowledge and skills of oral and written communication to prepare reports and effectively deal with coworkers and with State and local officials.

Factor 2, Supervisory Controls

The supervisor makes assignments with general instructions as to approved and established programs, plans, priorities, methods, and procedures.

Work is carried out independently in accordance with proven techniques, practices, and previous experience. The supervisor is consulted on potentially controversial issues.

Completed work is reviewed for technical adequacy and soundness of judgment.

Factor 3, Guidelines

Guidelines include approved annual wildlife management plans, Forest Service manuals, handbooks, technical publications, and Agency procedures. Guides may not address specific on-the-ground problems encountered.

The employee exercises independent judgment in interpreting, selecting from alternative methods, recommending compromises, and applying appropriate technical guides.

Factor 4, Complexity

The assignments include developing and executing annual work plans for a conventional wildlife management program.

Wildlife activities vary from inventory and assessment work to interpreting habitat conditions, and include such activities as evaluating impacts of other resource projects on wildlife activities.

The assignment involves choosing the best techniques, recommending plans and priorities, and making daily decisions to fit a wide range of wildlife habitat conditions.

Factor 5, Scope and Effect

The purpose of the position is to participate in the planning, administration, and execution of the wildlife program on the unit, which includes establishing criteria for projects and integrating the wildlife program into conventional plans and improvement projects.

The work affects the management of the habitat on the unit and overall management of the unit resources.

Factor 6, Personal Contacts

Contacts include coworkers, cooperators, and personnel from other State and Federal agencies. Contacts with the general public include organizations and individuals interested in wildlife management.

Factor 7, Purpose of Contacts

Contacts with State and Federal agencies are to exchange information, discuss common problems, prepare management and project plans, and inspect wildlife habitat areas. Public contacts are made to obtain or provide information on current or proposed Forest management activities which affect wildlife habitat.

Factor 8, Physical Demands

The work is performed in areas requiring considerable walking, bending, and climbing, often over rough, uneven surfaces or mountainous terrain.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work includes risk of injury from falls, strains, and insect bites, and also includes exposure to inclement weather. Safety equipment is required where the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2060	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Wildlife Biologist	GS	486	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) WLDLF BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD 332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2060

WILDLIFE BIOLOGIST, GS-486-11

Introduction

The position is located in a National Forest Supervisor's Office and is responsible for providing professional wildlife expertise in the protection, management, and improvement of wildlife habitat on the Forest.

Major Duties

Provides guidance for the development of wildlife management plans. Reviews wildlife habitat management and improvement plans prepared by Districts for technical soundness and adequacy in meeting overall Forest objectives. Inspects habitat improvement projects for compliance with approved plans. Develops Forest manual and handbook supplements.

Plans and executes administrative studies and surveys to obtain information on the effects of forest management on wildlife populations, harvest, and movements. Correlates wildlife management with other resource uses such as timber, recreation, and minerals management.

Provides guidance in wildlife coordination in timber harvest, road and trail location and improvement, range revegetation and improvement, watershed rehabilitation and water development activities, recreation development, minerals exploration and development, and special uses.

Provides professional leadership in inventories and evaluation of habitat conditions and needs for upland game, small game, waterfowl, fur bearers, and nongame species. Maintains special studies on the habitat of unique, rare, threatened, and endangered species. Makes recommendations to appropriate line officers for habitat protection or improvement of habitat and species.

Participates on interdisciplinary teams for evaluating the impact of Forest Service or non-Forest Service activities on National Forest lands. Reviews Out-Service reports and requests pertinent to the wildlife resource and prepares recommendations or reports. Reviews Environmental Analysis Reports to determine the adequacy of coordination of wildlife needs.

Maintains contacts with State wildlife resource agencies to coordinate State financed and cooperative wildlife projects with other resource uses and activities.

Provides functional assistance to Ranger Districts to determine current progress in meeting planned programs and objectives, effectiveness of training, and opportunities for cooperative work.

Factor 1, Knowledge Required by the Position

Professional knowledge of wildlife management principles, practices and concepts in order to accomplish the full range of duties connected with wildlife management.

Knowledge of Forest Service land management policies and procedures sufficient to ensure that plans and programs are consistent with such policies and procedures.

Knowledge of wildlife and habitats and the ability to relate the results of studies and surveys to the concept of multiple-use management.

Familiarity with related fields such as fisheries, timber management, soils, hydrology, recreation management, and geology as they relate to the wildlife program.

Knowledge of administrative procedures including programming and budgeting resource programs.

Ability to communicate effectively both orally and in writing.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope, general objectives, and time limitations.

Incumbent independently plans and carries out the work, resolving most of the problems and conflicts as they arise. Coordinates work with others as necessary and interprets policy on own initiative in terms of established objectives. Keeps supervisor informed of progress and only seeks advice in very unusual or novel situations involving agency policy.

Completed work is reviewed for meeting program objectives and for compliance with overall policies, regulations, and land management plans.

Factor 3, Guidelines

Guidelines include Agency policies, manuals, and handbooks, approved land management and long-range functional resource plans, supplemental guides, and professional journals and publications which generally outline major factors and criteria. However, they do not provide specific information on handling the range of situations in carrying out assignments.

The incumbent must use judgment in adapting, modifying, and extending methods and techniques to fit specific situations. The incumbent drafts Forest-wide guidelines, directives and procedures.

Factor 4, Complexity

The work includes varied wildlife biology duties requiring many different and sometimes unrelated processes and methods.

The Forest area and the wildlife habitat are a source of controversy among various interest groups because of the conflicts inherent in requests for maximum use of available forest resources as opposed to the preservation of the wildlife habitat. Many of the situations encountered require originating new management techniques, developing new criteria for evaluation and future programming, and providing high-yield, low-investment gathering of pertinent information to guide decisionmaking.

The assignment requires the incumbent to interpret available data in terms of the variables involved, and to extend and modify procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to provide professional wildlife expertise in the protection, management, and improvement of wildlife habitat on the Forest.

The work has an impact on wildlife habitats of large areas of land and decisions can have a significant effect on long-range wildlife habitat conditions for a number of years.

Factor 6, Personal Contacts

Contacts are with other wildlife biologists, and specialists in related fields, community leaders, other Federal, State, and local agencies, and private individuals, groups, or organizations.

Factor 7, Purpose of Contacts

Contacts are to review the work of Forest employees, to exchange wildlife information of concern to the Forest Service, the State, and the general public, and to explain and gain support for Agency policies, and objectives.

Factor 8, Physical Demands

The work involves both field and office work. Work in the field requires walking and climbing over rugged terrain under adverse conditions. Work in the office requires long periods of sitting and standing using intense concentration for several hours at a time.

Factor 9, Work Environment

The work requires exposure to hot and cold weather when active field work is being performed. Protective equipment is required when the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N2061	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION 6. REESTABLISH AN OTHER THAN PERMANENT POSITION	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Wildlife Biologist	GS	486	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) WLDLF BIOLGST	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ________

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N2061

WILDLIFE BIOLOGIST, GS-486-11

Introduction

This position is located on a Ranger District and is responsible for providing professional wildlife guidance and assistance for the protection, management, and improvement of wildlife habitat on the unit.

Major Duties

Provides guidance for the development of wildlife management plans. Reviews wildlife habitat management and improvement plans for technical soundness and adequacy in meeting overall Forest wildlife management objectives. Inspects habitat improvement projects for compliance with approved plans.

Plans and executes administrative studies and surveys to obtain information on the effects of forest management on wildlife populations, harvest, and movements. Correlates wildlife management with other resource uses such as timber, recreation, and watershed management. Prepares technical progress, and final reports relating to wildlife habitat management.

Coordinates wildlife management activities with timber harvest, road and trail location and improvement, range revegetation and improvement, watershed rehabilitation and water development, recreation development, minerals exploration and development activities, and special uses.

Provides professional leadership in inventories and evaluation of habitat conditions and needs for upland game, small game, waterfowl, fur bearers, and nongame species. Maintains special studies on the habitat of unique, rare, threatened, and endangered species. Makes recommendations for habitat protection or improvement.

Participates on interdisciplinary teams for evaluating the impact of Forest Service or non-Forest Service activities on National Forest lands. Reviews Out-Service reports and requests pertinent to the wildlife resources and prepares recommendations or reports. Reviews Environmental Analysis Reports to determine the adequacy of coordination of wildlife needs.

Maintains contacts with State wildlife resource agencies to coordinate State financed and cooperative wildlife projects with other resource uses and activities.

Develops the annual program of work determining budgeting and staffing needs. Prepares project work plans and coordinates project work with other District personnel.

Factor 1, Knowledge Required by the Position

Professional knowledge of wildlife management principles, practices, and concepts in order to accomplish the full range of duties connected with wildlife management.

Knowledge of Forest Service land management policies and procedures sufficient of ensure that plans and programs are consistent with policies and procedures.

Knowledge of wildlife and habitats and the ability to relate the results of studies and surveys to the concept of multiple-use management.

Familiarity with related fields such as fisheries, timber management, soils, hydrology, recreation management, and geology as they relate to the wildlife program.

Knowledge of administrative procedures including programming and budgeting of resource programs.

Ability to communicate effectively both orally and in writing.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope, general objectives, and time limitations.

Incumbent independently plans and carries out the work, resolving most of the problems and conflicts as they arise. Coordinates work with others as necessary and interprets policy on own initiative in terms of established objectives. Keeps supervisor informed of progress and only seeks advice in very unusual or novel situations involving agency policy.

Completed work is reviewed for meeting program objectives and for compliance with overall policies, regulations, and land management plans.

Factor 3, Guidelines

Guidelines include Agency policy, manuals and handbooks, approved land management and long-range functional resource plans, supplemental guides, and professional journals and publications which generally outline major factors and criteria. However, they do not provide specific information on handling the range of situations in carrying out the assignments.

The incumbent must use judgment in adapting, modifying, and extending methods and techniques to fit specific situations.

Factor 4, Complexity

The work includes varied wildlife biology duties requiring many different and sometimes unrelated processes and methods.

The Forest area and the wildlife habitat are a source of controversy among various interest groups because of the conflicts inherent in requests for maximum use of available forest resources as opposed to the preservation of the wildlife habitat. Many of the situations encountered require originating new management techniques, developing new criteria for evaluation and future programming, and providing high-yield, low-investment gathering of pertinent information to guide decisionmaking.

The assignment requires the incumbent to interpret available data in terms of the variables involved, and to extend and modify procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the work is to provide professional wildlife expertise in the protection, management, and improvement of wildlife habitat on the unit.

The work has an impact on wildlife habitats of large areas of land and decisions can have a significant effect on long-range wildlife habitat conditions for a number of years.

Factor 6, Personal Contacts

Contacts are with other wildlife biologists, and specialists in related fields, community leaders, other Federal, State and local agencies, and private individuals, groups, or organizations.

Factor 7, Purpose of Contacts

Contacts are to review the work of unit employees, to exchange wildlife information of concern to the Forest Service, the State, and the general public, and to explain and gain support for Agency policies, and objectives.

Factor 8, Physical Demands

The work involves both field and office work. Work in the field often requires walking and climbing over rugged terrain under adverse conditions. Work in the office requires long periods of sitting and standing using intense concentration for several hours at a time.

Factor 9, Work Environment

The work requires exposure to hot and cold weather when active field work is being performed. Protective equipment is required when the incumbent is near ongoing resource operations.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5051	4a. FLSA STATUS E | 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Wildlife/Fishery Biologist	GS	486/482	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) WLDLF/FISH BIOLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5051

INTERDISCIPLINARY POSITION CLASSIFIABLE AS FISHERY BIOLOGIST, GS-482-11 or WILDLIFE BIOLOGIST, GS-486-11

Introduction

Serves as a principal assistant on a Ranger District with responsibility for development, implementation, and administration of the fisheries and wildlife program.

Major Duties

Develops the annual program of work determining budgeting, administrative, and staffing needs. Prepares project work plans and coordinates project work with other unit personnel.

Participates as the biotic specialist in interdisciplinary planning teams making investigations and translating data and specific information into workable guidelines. Develops primary and alternative recommendations for land management uses considering fisheries and wildlife management and other multiple-use aspects. Prepares environmental analyses and impact statements relative to assigned functions.

Coordinates fish and wildlife habitat requirements with other resource management activities through participation in on-the-ground inspection of timber sales, road construction, or other activity which involves fish and wildlife habitat. Develops recommendations based on field findings for the proper integration of fisheries and wildlife management considerations into all phases of resource management. Trains other resource personnel to assist in studies and to recognize potential problems and enhancement opportunities.

Investigates potential fisheries enhancement projects. Plans and completes viable projects with assistance from next level personnel as needed. This includes cost/benefit analyses, methods, timing, coordination with other agencies, followup investigations, and evaluations. Cooperates with other Federal and State agencies in projects involving fish stocking, and lake and stream rehabilitation. Makes recommendations on proposed projects based upon these studies.

Provides professional leadership in inventories and evaluation of habitat conditions and needs for upland game, small game, waterfowl, fur bearers, and nongame species. Conducts special studies on the habitat of rare, threatened, and endangered species. Makes recommendations to appropriate line officers for habitat protection or improvement.

Factor 1, Knowledge Required by the Position

Knowledge of professional fisheries and wildlife management principles, practices, and concepts sufficient to analyze and advise on the development and execution of fisheries and wildlife management enhancement plans and programs; evaluate the effects of proposed plans and activities on other forest resources and requirements; and evaluate aquatic systems and the ecology of the forest lands and waters.

Knowledge of National Forest land management policies and procedures sufficient to ensure that the plans and programs devised are consistent with such policies and procedures.

Familiarity with related fields such as timber management, hydrology, soils, recreation management, and geology to relate them to the fisheries and wildlife program.

Knowledge of administrative procedures including programming and budgeting of resource programs.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope and general objectives. The supervisor and incumbent discuss and agree on priority of assignments and deadlines for obtaining the objectives.

Incumbent independently plans and carries out the work, resolving most of the problems and conflicts as they arise. Coordinates work with others as necessary and interprets policy on own initiative in terms of established objectives. Keeps supervisor informed of progress and seeks advice only in very unusual or novel situations involving Agency policy.

Completed work is reviewed generally for meeting program objectives and for compliance with overall policies, regulations, and land management plans.

Factor 3, Guidelines

Guidelines include agency policy and procedure manuals, supplemental guides, approved land management and long-range functional resource plans, and professional publications. However, these guides do not provide specific information on handling the range of situations encountered in the assignment.

The incumbent must use judgment in adapting, modifying and extending methods and techniques to fit specific situations.

Factor 4, Complexity

Employee functions as a biologist with technical and applied knowledge in aquatic, fisheries, and wildlife biology; a member of interdisciplinary teams which deal with varied and often unrelated conditions and requirements; a staff member on District Ranger Staff; and a planner in the areas of staffing, programming, and budgeting. Such varied duties require understanding and application of different and often unrelated processes and methods which affect a broad range of activities.

Due to the relative newness of practical application and assessment of biological requirements as they relate to aquatic and wildlife resources, decisions regarding what needs to be done include major areas of uncertainty in approach, application, and evaluation. Practical short-term and long-term decisionmaking is further complicated by changes in program scope and direction, new technical developments, and a variety of conflicting requirements as to levels of production and appropriate levels of management for available resources (timber, water, fish, wildlife, recreation, etc.).

Most enhancement or rehabilitation projects require multi-year monitoring, and evaluation, and extensive cooperation with other agencies and groups.

Factor 5, Scope and Effect

The purpose of the work is to assure effective protection and development of fish and wildlife resources consistent with overall land managment objectives.

The work affects the economic and social stability of the area and the effective utilization, protection, and/or development of other resources, including timber, minerals, and recreation.

Factor 6, Personal Contacts

Contacts are with other biologists and specialist in related and unrelated fields, community leaders, other Federal, State and local agencies, and private individuals, groups, or organizations.

Factor 7, Purpose of Contacts

In-service contacts are to plan, coordinate, and resolve working problems. Outside contacts are to plan and develop cooperative efforts to resolve mutual problems, to promote multiple-use concepts, and to provide technical advice and coordination.

Factor 8, Physical Demands

This work involves both field and office work. Work in the field may require physical exertion in rugged terrain under adverse conditions. Work in the office requires long periods of sitting and standing using intense concentration.

Factor 9, Work Environment

The work requires exposure to weather extremes when field work is being performed. Proctective equipment is required when the incumbent is near ongoing resource operations such as logging operations, or other resource projects.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5112	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Fishery Biology)	GS	499		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (FISH BIOLGY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5112

STUDENT TRAINEE (Fishery Biology), GS-499-3

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in fishery biology under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with fishery biologists and other professionals performing technical and basic professional duties pertaining to fishery biology and forest resource management.

Works on fisheries habitat surveys and inventories and water resource improvement plans by performing simple calculations or procedures. Collects field data on streams and lakes for preparation of stream and lake survey reports. Assists in classifying habitats and stream types to determine suitable and unsuitable habitats and conditions. Performs site or habitat stand improvement work and assists in investigations to determine potential effects of water impoundments, diversions and other structures on the fisheries resources. Collects data for the prescription process included in final project design and project EAR's.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of one full academic year of study.

Knowledge of basic fisheries management and conservation practices and procedures.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade professional who gives complete, explicit instructions, including work methods and procedures.

Recurring work is performed independently without specific instruction. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments are consist of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

The objective is to provide work experience in a professional field and to benefit the Agency in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees in the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4 STANDARD JOB NUMBER N5110	4a FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE

5 SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 5 REESTABLISH A PERMANENT POSITION 6 REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9 AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Fishery Biology)	GS	499		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (FISH BIOLGY)	15 WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25 OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5110

STUDENT TRAINEE (Fishery Biology), GS-499-04

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in fishery biology under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with fishery biologists and other professionals performing technical and basic professional duties pertaining to fisheries biology and forest resource management.

Collects field data on streams and lakes for preparation of simple stream and survey reports. Classifies habitats and stream types to determine suitable and unsuitable habitats and conditions. Monitors stream flow and fish habitat conditions to determine maintenance of fish habitat. Assists in investigations to determine potential effects of water impoundments, divisions and other water structures in the fisheries resources. Assists in making recommendations and prescriptions to be included in final project design and project EAR's.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of two full academic years of study.

Knowledge of basic fisheries management and conservation practices and procedures.

Basic knowledge of fisheries surveys and inventory techniques.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or difficult assignments.

Incumbent performs recurring assignments and solves problems previously encountered independently without specific instructions. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize difficult situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the employee to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			N5111	N 0 - EXEMPT 1 - NON EXEMPT	

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Fishery Biology)	GS	499		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (FISH BIOLGY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints of exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5111

STUDENT TRAINEE (Fishery Biology), GS-499-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in fishery biology under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with fishery biologists and other professionals performing technical and basic professional duties pertaining to fisheries biology and forest resource management.

Monitors stream flow and fish habitat conditions as needed to determine needed maintenance of fish habitat. Conducts stream surveys. Collects field data on streams and lakes for preparation of stream and survey reports. Compiles data in tabular form. Performs basic analysis of data following clear procedures. Classifies habitats and stream types to determine suitable and unsuitable habitats and conditions. Assists in investigations to determine potential effects of water impoundments, diversions and other structures in the fisheries resource. Assists in making recommendations and prescriptions to be included in final project design and project EAR's. Assists in fishery equipment (nets, boats, electrical monitoring devices, etc.) maintenance and repair.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a fishery biology degree and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of a wide variety of fishery biology and management practices and procedures to resolve a variety of routine problems.

Knowledge of fish taxonomy to identify local fish species.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of what is to be done, including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without specific instructions. However, deviations, problems and unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some judgment may be required for selecting from applicable guidelines.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assigments involve some unrelated processes requiring selection from several alternatives based on the analysis of the assignments.

As the incumbent gains knowledge, tasks will be come increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are higher grade professional and technical employees within the unit and forest users.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2062	4a FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 5. REESTABLISH A PERMANENT POSITION 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Forestry)	GS	499		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (FRSTRY)	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____________ Date ____________

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2062

STUDENT TRAINEE (Forestry), GS-499-3

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in forestry under a cooperative education agreement with a college or university.

Major Duties

Works with professional foresters and technicians performing technician and basic professional duties relating to forest management, including:

Works in recreation areas explaining uses to the public, collects fees, and assists in recreation area planning and maintenance. Marks and/or thins timber. Learns plant identification, soils classification, and use of aerial photos. Performs erosion control, range and wildlife habitat improvement, pest control, or similar resource work. Serves as a member of a fire suppression crew or assists in fire prevention work.

Receives orientation to the Forest Service and its methods of managing National Forest lands.

Factor 1, Knowledge Required by the Position

Completion of 1 full academic year of study.

Knowledge of basic forestry conservation and management practices to complete assigned tasks.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade professional who gives complete, explicit instructions, including work methods and procedures.

Performs recurring work independently without specific instruction. Problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments are consist of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

The objective is to provide work experience in a professional field and to benefit the Agency in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees in the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2063	4a. FLSA STATUS N E - EXEMPT N - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Forestry)	GS	499		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (FRSTRY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2063

STUDENT TRAINEE (Forestry), GS-499-4

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in forestry under a cooperative education agreement with a college or university.

Major Duties

Works with professional foresters and technicians performing technician and basic professional duties relating to forest management, including:

Marks and/or thins timber. Lays out sale area boundaries. Assists in collecting information for compartment prescriptions. Works in recreation areas, explaining uses to the public, collects fees, and assists in recreation area planning and maintenance. Counts livestock and inspects allotments for compliance with grazing permits. Learns plant identification, soils classification and use of aerial photos. As a leader of a small crew, performs erosion control, range and wildlife habitat improvement, pest control, or similar resource work. Participates in public involvement activities.

Serves as a member of a fire suppression crew or assists in fire prevention work.

Factor 1, Knowledge Required by the Position

Completion of 2 full academic years of study.

Knowledge of standardized forestry conservation and management practices and procedures to complete assigned tasks.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or difficult assignments.

Incumbent performs recurring assignments and solves problems previously encountered independently without specific instructions. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize difficult situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the employee to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE
	11			N2064	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Forestry)	GS	499		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (FRSTRY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: Katherine Q. Solberg
and Title: Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N2064

STUDENT TRAINEE (Forestry), GS-499-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in forestry under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with foresters and other professionals performing technical and basic professional duties pertaining to forest resource management.

Runs sale boundary lines, cruises and marks timber and receives training as a scaler. Conducts studies of timber stand improvement problems and prepares related reports. Investigates and surveys areas susceptible to development as public campgrounds and makes tentative recommendations as to appropriate use. Makes studies of wildlife use, makes reports of observations, and recommends soultions to problems of overgrazing, etc. Inspects grazing allotments, records condition of grazing areas, evidence of overgrazing, poor distribution of livestock, etc. Collects data pertaining to soil and water activities.

Performs assigned phases of fire management including serving as a member of fire suppression crews.

Performs assigned phases of land classification, land adjustments, landline locations, etc.

Performs information and education work by meeting with and talking to residents, users and visitors on subjects relating to Forest Service programs, objectives, problems, etc.

Performs a variety of office work related to budgeting, personnel management and other business management functions.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a bachelor's degree in forestry and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4

Knowledge of a wide variety of forestry practices and procedures to enable incumbent to resolve problems requiring on-site judgment.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of what is to be done, including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without specific instructions. However, deviations, problems and unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some judgment may be required for selecting from applicable guidelines.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignents involve some unrelated processes requiring selection from several alternatives based on the analysis of the assignments.

As the incumbent gains knowledge, tasks will be come increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are higher grade professional and technical employees within the unit and forest users.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2067	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE	1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.	4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5 REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Range Conservation)	GS	499		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (RANGE CONSV)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N2067

STUDENT TRAINEE (Range Conservation), GS-499-03

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in range conservation under a cooperative agreement with a college or university.

Major Duties

Trains and gains experience by working with professionals in performing technical and basic professional duties pertaining to range management activities on the unit, which include:

Assisting in counting livestock and inspecting allotments before and after grazing season for evidence of unauthorized livestock use; assisting in inspecting conditions of boundaries, fences, water developments, and proper distribution and movement of livestock; serving as a member of a crew on range improvement construction and revegetation projects; assisting in range analyses by driving stakes, stretching tapes, and recording plants identified by supervisor; learning plant identification, soil classification, use of aerial photographs, and other related range analysis work.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of 1 full academic year of study.

Knowledge of basic range conservation and management practices to complete assigned tasks.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor gives instructions covering work methods and procedures for new or changed tasks.

The supervisor is available to solve problems. Problems or unfamiliar situations are referred to supervisor.

Completed routine work is reviewed for accuracy and compliance with instructions. Less routine assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments consist of related tasks that are specific in nature.

As the incumbent gains knolwedge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate completion of projects within the unit.

The objective is to provide work experience in a professional field and to benefit the Agency in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees within the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON EXEMPT	4b SUPV/MGR CODE
11			N2068	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Range Conservation)	GS	499		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (RANGE CONSV)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2068

STUDENT TRAINEE (Range Conservation), GS-499-04

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a sutdent trainee in range consevation under a cooperative education agreement with a college or university.

Major Duties

Trains and gains experience by working with professionals in performing technical and basic professional duties pertaining to range conservation activities on the District which include:

Counting livestock and inspecting allotments before and after grazing season for evidence of unauthorized livestock use and noncompliance with basic requirements of grazing permits; explaining to users basic requirements of grazing permits as they relate to boundary lines, campgrounds, etc.; inspecting conditions of water developments, fences and proper distribution and movement of livestock and contacting permittees to inform them of necessary maintenance or need to move livestock; assisting in range analysis by driving stakes, stretching tapes, and recording plants identified by supervisor; learning plant identification, soil classification, and related grazing analysis work.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of 2 full academic years of study.

Knowledge of standardized range conservation and management practices and procedures to complete assigned tasks.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or difficult assignments.

Incumbent performs recurring assignments and solves problems previously encountered independently without specific instructions. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize difficult situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the employee to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2069	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Range Conservation)	GS	499		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (RANGE CONSV)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE "2" OR CODE "4" HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-79)

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2069

STUDENT TRAINEE (Range Conservation), GS-499-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in range conservation under a cooperative education agreement with a college or university.

Major Duties

Performs tasks selected to provide training in gathering, analyzing, and presenting factual range conservation data, and learning Forest Service policies and programs, including all or most of the following:

Inspects grazing allotments to determine compliance with management plans, utilization and grazing impact, and the need for maintenance of improvements. Reports conditions found and recommends needed action to supervisor.

Assists in making grazing analysis of the most common and less complex types, summarizes and evaluates data, and makes recommendations about the use and management of the forage resources.

Assists in contacts with permittees to resolve problems of noncompliance or need for maintenance or improvements.

Supervises crews in the construction of water impoundments, fences, etc.

Performs field assignments to broaden knowledge of Forest Service activities. May be assigned work in areas such as timber, fire, wildlife, recreation, range, engineering, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a bachelor's degree in range conservation and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of a wide variety of range conservation and management practices and procedures to enable incumbent to resolve a variety of problems requiring on-site judgment.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without explicit instructions. Problems of a type previously encountered or with precedents or guidance are usually resolved independently. The supervisor is available for assistance with unfamiliar problems.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some judgment may be required in selecting from applicable guidelines.

Factor 4, Complexity

The work consist of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of the incumbent's assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which results in increasing the effect on the accurate completion of projects. The assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the unit and as well as with permittees of their employees.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise and to provide knowledge of related project work through a close working relationship. As the incumbent gains more experience, the purpose of contacts may include coordination and the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and or equipment when warranted by the specific job.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2065	4a FLSA STATUS N E - EXEMPT N - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Soil Science)	GS	499		3	04	02	84	lgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (SOIL SCI)	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N2065

STUDENT TRAINEE (Soil Science), GS-499-3

Introduction

This position is located on a Forest Service unit. The purpose of the position is to serve as a student trainee in soil science under a cooperative education agreement with a college or university.

Major Duties

Trains by working with soil scientists in performing basic professional duties pertaining to soils activities which include the following:

Works on a soil resource inventory party as augerperson, data collector, munsell color reader, photo interpreter, note keeper, etc., to learn inventory methods and procedures.

Records on applicable base maps, mapping unit delineations and appropriate symbols.

Works on watershed restoration needs, inventories and plans to learn methods and procedures.

Works with selected personnel in implementing watershed restoration plans to learn design and implementation techniques.

Performs other related activities as assigned. Assignments are primarily for the purpose of broadening knowledge of Forest Service activities.

Factor 1, Knowledge Required by the Position

Completion of one full academic year of study.

Knowledge of basic soil science and terminology.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently, without specific instructions. However, deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments are in the form of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

The overall objective is to provide the student with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees in the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of project work through a close working relationship. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, heat or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N2066	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5 SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11 POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Soil Science)	GS	499		4	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (SOIL SCI)
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)							
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION				
CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)							
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N2066

STUDENT TRAINEE (Soil Science), GS-499-4

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in soil science under a cooperative education agreement with a college or university.

Major Duties

Trains and gains experience by working with professional soil scientists in performing technical and basic professional duties pertaining to soils activities on the unit, which include:

Works on a soil resource inventory party as auger-person, data collector, munsell color reader, photo interpreter, note keeper, etc., to learn inventory methods and procedures. Makes tentative soil interpretations for projected uses from field observations and notes. Records mapping unit delineations and appropriate symbols on base maps.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of two full academic years of study.

Knowledge of basic soil science practices, procedures, and terminology.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or difficult assignments.

Incumbent performs recurring assignments and solves problems previously encountered independently without specific instructions. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize difficult situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the employee to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5096	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5. REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	7. OPM CERTIFICATION NO 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Soil Science)	GS	499		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (SOIL SCI)	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17 ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19 NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5096

STUDENT TRAINEE (Soil Science), GS-499-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in soil science under a cooperative education agreement with a college or university.

Major Duties

Performs basic duties which are planned to prepare the incumbent to assume higher level duties in a variety of resource management activities, including such things as the following:

Assists in the collection and analysis of data for land management and project planning and implementation.

Assists in conducting standard forest and rangeland soil resource inventories and watershed restoration needs inventories of assigned areas. Collects soil samples for laboratory analysis to determine physical, chemical and morphological characteristics. Selects, describes and classifies soil properties according to the National Cooperative Soil survey standards. Collects soilsite data through measurements and observations.

Assists in analyzing soils and related information and prepares appropriate interpretative material which characterizes watershed conditions as they relate to management opportunities.

Assists in preparing watershed restoration plans, soil survey reports and special project reports for planners, designers, managers and other potential users.

Aids in providing soil management services to other resources in carrying out the goal of maintaining and improving soil productivity to provide sustained yields of renewable resources.

Performs field assignments to broaden knowledge of Forest Service activities. May be assigned work in areas such as timber, fire, wildlife, recreation, range, engineering, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a soil science degree and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of a wide variety of soil science and management practices and procedures to resolve a variety of problems.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without explicit instructions. Problems of a type previously encountered or with precedents or guidance are usually resolved independently. The supervisor is available for assistance with unfamiliar problems.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some judgment may be required in selecting from applicable guidelines.

Factor 4, Complexity

The work consist of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of the incumbent's assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which results in increasing the effect on the accurate completion of projects. The assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the unit.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise and to provide knowledge of related project work through a close working relationship. As the incumbent gains more experience, the purpose of contacts may include coordination and the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5109	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Wildlife Biology)	GS	499		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (WLDLF BIOLGY)	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5109

STUDENT TRAINEE (Wildlife Biology), GS-499-03

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in wildlife biology under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with wildlife biologists and other professionals performing technician and basic professional duties pertaining to wildlife biology and forest resource management.

Assists on wildlife habitat surveys and inventories. Collects field data on wildlife habitats and vegetation for preparation of wildlife species, vegetative and other maps and management plans. Assists in classifying habitats and vegetation types to determine suitable and unsuitable habitats. As leader of a crew, performs site improvement or habitat stand improvement work. Receives training in the prescription process included in final project design and project EAR's.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of one full academic year of study.

Knowledge of basic wildlife management and conservation practices and procedures.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade professional who gives complete, explicit instructions, including work methods and procedures.

Recurring work is performed independently without specific instruction. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments are consist of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

The objective is to provide work experience in a professional field and to benefit the Agency in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees in the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5095	4a. FLSA STATUS N 0 - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Wildlife Biology)	GS	499		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (WLDLF BIOLGY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5095

STUDENT TRAINEE (Wildlife Biology), GS-499-4

Introduction

This position is located on a Forest Service unit and serves as a student trainee in wildlife biology under a cooperative education agreement with a college or university.

Major Duties

Trains and gains work experience by working with wildlife biologists and other professionals performing duties pertaining to wildlife biology and forest resource management.

Collects field data on fish and wildlife habitats and vegetation for preparation of wildlife species, deer herd and other maps and management plans.

Assembles biological and vegetation use data from records to determine past wildlife use, existing situations and conditions and need for protection.

Classifies habitats and vegetation types to determine suitable and unsuitable habitats.

Conducts inventories for big game, upland game, small mammals and threatened and endangered species for land management planning and project coordination.

Assists in making recommendations regarding hunting season, area closures, etc.

Factor 1, Knowledge Required by the Position

Completion of two full academic years of study.

Knowledge of basic wildlife management and conservation practices and procedures.

Basic knowledge of wildlife surveys and inventory techniques.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without explicit instructions. Problems of a type previously encountered or with precedents or guidance are usually resolved independently. The supervisor is available for assistance with unfamiliar problems.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent recognize different situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects. Assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit, and forest users.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the employee to professional and technical expertise and to provide knowledge of related project work through a close working relationship. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5094	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Wildlife Biology)	GS	499		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (WLDLF BIOLGY)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5094

STUDENT TRAINEE (Wildlife Biology), GS-499-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in wildlife biology under a cooperative education agreement with a college or university.

Major Duties

Incumbent carries out the following tasks under close supervision:

Collects field data on fish and wildlife habitats and vegetation for preparation of wildlife species, range allotment, deer herd and other maps and management plans.

Assembles biological and vegetation use data from records to determine past wildlife and livestock use. Interprets aerial photographs to determine vegetation types; classifies and evaluates vegetation and soil to determine suitable and unsuitable habitats and ranges.

Classifies habitats and vegetation types, determines range conditions for wildlife and livestock and recommends suitable grazing periods.

Inventories big game, upland game, raptors, small mammals, and threatened and endangered species for land management planning, timber sale coordination, fuel management coordination, wildlife management plans and other purposes.

Monitors stream flow and fish habitat conditions to determine maintenance of fish habitat. Conducts stream surveys. Investigates potential effects of water impoundments, diversions, and other water structures on fisheries.

Performs field assignments to broaden knowledge of Forest Service activities. May be assigned work in areas such as timber, fire, wildlife, recreation, range, engineering, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a wildlife biology degree and one period of work under a cooperative education agreement as a GS-4 for, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of a wide variety of wildlife biology and management practices and procedures to resolve a variety of problems.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without explicit instructions. Problems of a type previously encountered or with precedents or guidance are usually resolved independently. The supervisor is available for assistance with unfamiliar problems.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some judgment may be required in selecting from applicable guidelines.

Factor 4, Complexity

The work consist of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of the incumbent's assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which results in increasing the effect on the accurate completion of projects. The assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts are higher grade professional and technical employees within the unit and forest users.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise and to provide knowledge of related project work through a close working relationship. As the incumbent gains more experience, purpose of contacts may include coordination and the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1010	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Budget and Accounting Analyst	GS	501		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): BUDG & ACCTG ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N1010

BUDGET AND ACCOUNTING ANALYST, GS-501-5

Introduction

This is a Basic trainee position in the field of budget and accounting, located on a Forest Service unit, Incumbent receives a variety of training designed to develop the incumbent for higher level duties and responsibilities.

Major Duties

As a trainee budget and accounting analyst, performs duties which are designed to orient the employee to budget and accounting work. Assignments are primarily for the purpose of increasing ability to perform in higher level budget and accouning analyst positions.

Receives formal and on-the-job instructions and training, designed to familiarize employee with functions and operations of the organization, and to provide experience in the practical application of laws, rules, regulations, policies, and procedures involved in budget and accounting work.

Assists in such activities as planning, preparation, and maintenance of the unit budget, and auditing special use permits.

Participates in business management reviews of subunits.

Performs other training duties as assigned. Assignments in nonbudget and accounting business management areas are included to broaden understanding of Forest Service activities.

Factor 1, Knowledge Required by the Position

Knowledge such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training, or independent study that would enable the employee to perform trainee-level duties. Ability to express thoughts both verbally and in writing is required.

Factor 2, Supervisory Controls

Works under the close supervision of a higher grade employee who makes specific assignments that are accompanied by clear, detailed, and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines are provided to the employee, including Agency manuals and directives, pertinent laws or current regulations in all fields of business administration, including those of such authorities as the General Accounting Office, Office of Personnel Management, and the OMB.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization on any deviations.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods, designed to orient the trainee in the practical application of policy and basic rules and regulations.

Factors to be considered differ with the subject, phase, or issues involved in each assignment. Alternatives available are few and easily recognizable.

Assignments are typically screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of policy, rules and regulations.

The effect of the work is to facilitate the work of other business management employees within the immediate office.

Factor 6, Personal Contacts

Contacts are with employees in various units within the immediate office.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction and reporting on findings.

Factor 8, Physical Demands

Work is sedentary except for occasional walking and bending during field visits.

Factor 9, Work Environment

Work is performed in an office setting although there are occasional visits to field sites.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1016	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Budget and Accounting Analyst	GS	501		7	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BUDG & ACCTG ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-76)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N1016

BUDGET AND ACCOUNTING ANALYST, GS-501-7

Introduction

This is a advanced trainee position in the field of budget and accounting, located on a Forest Service unit. Incumbent receives training and developmental experience for higher level duties and responsibilities.

Major Duties

Performs duties of limited scope and complexity in all aspects of budget and accounting activities. Combines productive work with the learning of a variety of advanced skills, techniques, and procedures. Assignments are primarily for the purpose of increasing ability to perform in higher level budget and accounting positions.

Receives formal and on-the-job instruction and training designed to familiarize employee with functions and operations of the organization, and to provide experience in the practical application of laws, rules, regulations, policies, and procedures involved in budget and accounting work.

From specific instructions, performs completed work from inception to final accomplishment of project including all necessary study, collection of pertinent information and data recording, writing of correspondence, reports, etc. Examples of work are analyzing and developing details of portions of the unit's budget or auditing of special use permits or grazing associations' accounting records.

Is given progressive training through participation in program and budget planning and the correlation of work plans with administrative and regulatory requirements involving appropriated and other funds, materials, and manpower.

As a team member, participates in business management reviews of subunits.

Performs other related work as assigned. Assignments in nonbudget and accounting business management areas are included to broaden understanding of Forest Service activities.

Factor 1, Knowledge Required by the Position

Knowledge such as would be acquired through a pertinent baccalureate educational program or its equivalent in experience, training, or independent study, plus skill and knowledge gained through additional experience or education that provides the ability to perform recurring assignments independently. Ability to express thoughts both verbally and in writing is required.

Factor 2, Supervisory Controls

The supervisor assigns work, provides general instructions, and sets overall goals and standards of performance. Supervisor is available for consultation and advice on new or unusual aspects.

Employee is expected to carry out work independently, and resolve problems of a type previously encountered, while receiving more specific instructions for new or more complex assignments.

Work progress is spot-checked to ensure technical adequacy and that objectives are met in a timely manner.

Factor 3, Guidelines

Guidelines include Agency manuals and directives, pertinent laws, and regulations in all fields of business management. These guidelines are detailed and usually are directly applicable to the assigned work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines in specific cases. Situations where existing guidelines are inadequate, or proposed significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied projects which are designed to provide diversified experience as a foundation for future project responsibility.

Assignments are typically screened to eliminate difficult or unusual problems.

Work requires familiarity with and use of a number of standard budget and accounting principles, methods, and practices in order to solve relatively limited problems.

Factor 5, Scope and Effect

The purpose is to prepare relatively routine portions of the unit's budget and accomplish relatively routine auditing and accounting assignments.

Work efforts have an impact on the adequacy of the total budget and accounting activities, and relieve higher grade specialists of the more routine work.

Factor 6, Personal Contacts

Personal contacts are with other employees in various units within the immediate office, and on subunits.

Factor 7, Purpose of Contacts

Contacts are mainly to obtain and exchange information, answer questions, and when necessary, explain well-established policies, procedures, regulatory requirements, or standards.

Factor 8, Physical Demands

Work is sedentary except for occasional walking and bending during field visits.

Factor 9, Work Environment

Work is usually performed in an office setting, although there are occasional visits to field sites.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5130	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Budget and Accounting Analyst	GS	501		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BUDG & ACCTG ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ________ Date ________

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5130

BUDGETING AND ACCOUNTING ANALYST, GS-501-9

Introduction

This position is located on a Forest Service unit. This position provides budget and accounting assistance to the unit budget and accounting officer.

Major Duties

Assists with the development, preparation and revisions of the Forest budget, and in the preparation of instructions to subunits and staffs regarding fund estimates and project plans for the coming fiscal year.

Provides required data and assistance to subunit managers, and unit staff in developing budget and program planning summaries.

Assists with execution of the current year budget for the unit including analysis of unit needs, recommendations for modifications and making allotments.

Reviews financial plans of subunits and staffs for compliance with allotted funds. Prepares financial reports and analysis designed to reflect the accounts of unit programs or activities.

Provides day-to-day administration for operation of prescribed accounting systems.

Factor 1, Knowledge Required by the Position

Knowledge of and skill in applying the principles and practices of budget formulation to review, edit and consolidate budget proposals from subunits.

Knowledge of and skill in applying principles, practices and methods of budget execution to analyze obligations and requested allotments and ensure they are within limitations of approved budget.

Knowledge of accounting procedures, practices and techniques to prepare Forest budget and perform related functions in the area of accounting operation and controls.

Factor 2, Supervisory Controls

Supervisor assigns work in terms of functional/organizational objectives and provides general instructions.

Employee works independently, resolves problems on the basis of past precedents; insures deadlines are met; and ensures that fiscal integrity is maintained. Supervisor provides guidance in interpreting and applying new or revised policies and regulations.

Work is reviewed upon completion for adherence to policies and reporting requirements and to ensure objectives are met.

Factor 3, Guidelines

Guidelines are Agency manuals, handbooks, standard operating procedures, Comptroller Decisions, NFC handbooks, and accounting manuals. Guidelines are available but range from directly applicable to very general in nature.

Incumbent uses judgment interpreting guidelines and independently determines their applicability to numerous variations of situations which are not always specifically covered.

Factor 4, Complexity

Incumbent uses different methods, practices and techniques in performance of budget development and execution which involves compiling, analyzing, and summarizing budgetary information. Provides required data and assistance to unit managers and other unit staff in developing budget and program planning summaries. Assists in the presentation of financial reviews to the unit Management Team.

Considers factors such as the variety of appropriations and management codes, and working capital monies. Incumbent is responsible for insuring accurate accountability of unit funds and correcting errors and maintaining fiscal integrity of the unit. Employee must be alert to detect potential problems that may arise during the preparation of the budget and that may follow when the budget is approved.

Factor 5, Scope and Effect

The purpose of the position is to provide budget and accounting assistance to unit personnel on budget formulation and execution, and to insure work objectives are met.

The work has influence on the Forest budget, financial accountability, and overall fiscal integrity of the Forest.

Factor 6, Personal Contacts.

Contacts are with unit employees, employees at higher organizational levels, and private companies and their representatives.

Factor 7, Purpose of Contacts

The purpose of contacts is to disseminate and exchange information and provide assistance, answer questions, research discrepancies and resolve problems.

Factor 8, Physical Demands

Work is sedentary.

Factor 9, Work Environment

Work is performed in a typical office setting.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5131	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Budget and Accounting Analyst	GS	501		11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) BUDG & ACCTG ANAL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N5131

BUDGET AND ACCOUNTING OFFICER, GS-501-11

Introduction

This position is that of the unit budget and accounting officer with responsibility for management of the unit budget and finance program.

Major Duties

Develops and formulates the unit budget based on review and analysis of estimates and statement of financial need submitted by subunits. Ensures requests are within established policy.

Monitors the execution/obligation and expenditure of funds of budgeted funds. Advises management on the status and availability of funds to ensure a continuous correlation of financial plans and program plans.

Explains changes in policies and objectives and the effect of budget decisions on individual programs. Develops comparative analysis of trends in funding.

Coordinates the management of available finances in accordance with laws, regulations and administrative objectives.

Directs the maintenance and processing of a variety of accounting records and documents and the compilation of data necessary for budgeting and accounting analysis and control.

Factor 1, Knowledge Required by the Position

Comprehensive knowledge of and skill in applying budgetary policies, precedents, regulations and guidelines issued by the Forest Service sufficient to formulate, execute and monitor the unit's budget.

Knowledge and skill in analytical reasoning and ability to apply that skill to the identification, analysis and conceptualization of budgetary problems and development of alternative solutions involving the resolution of conflicting goals and objectives.

Comprehensive knowledge of and skill in applying accounting principles, concepts, methods, and techniques sufficient to manage accounting operations and services on the Forest.

Factor 2, Supervisory Controls

Employee has continuing responsibility for independently performing budgetary and accounting functions. In consultation, supervisor and employee develop internal deadlines and areas of emphasis on the work.

Employee independently plans, performs, coordinates and schedules budgetary financing, selects analytical methods and implements accounting controls.

Work is reviewed for overall effectiveness in meeting budgetary and accounting deadlines and objectives.

Factor 3, Guidelines

Guidelines are Agency manuals, handbooks, standard operating procedures, Comptroller Decisions, NFC handbooks, and accounting manuals.

Guides are not always applicable and the incumbent must exercise judgment in interpreting, applying and selecting appropriate guides that meet the needs of specific situations. Often work situations require the application of a variety of program, budgetary and accounting policies and regulations which include resolving gaps in specificity or conflicts in guidelines.

Factor 4, Complexity

Prepares and advises managers on the preparation of detailed budget estimates, justification statements, and budget execution plans for unit programs. Directs the accounting program and related functions. Work involves the performance of a wide variety of analytical and technical budget administration and accounting functions. Work requires the identification and analysis of changes in budgetary policies, regulations, objectives and funds available which affect the accomplishment of program objectives.

Considers factors such as the variety of appropriations and management codes, and working capital monies. Incumbent is responsible for ensuring accurate accountability of unit funds and correcting errors and maintaining fiscal integrity of the unit. Employee must be alert to detect potential problems that may arise during the preparation of the budget and that may follow when the budget is approved.

Work involves making decisions and recommendations concerning the technical treatment of budgetary and accounting data under conditions of uncertainty and time pressure.

Factor 5, Scope and Effect

This position functions as the technical and administrative expert in the budgetary and accounting functions. Provides advice and guidance to management and staff on obtaining and effectively using funds.

Work efforts contribute to the accomplishment of unit program objectives. Work contributes to cost-effective use of Forest Service funds by assuring that funds are neither over nor under-obligated, that monies are obligated and spent on a timely basis, and that accounting controls are effectively established and maintained.

Factor 6, Personal Contacts

Contacts are with unit employees, employees at higher organizational levels, other government agencies, as well as private companies and their representatives.

Factor 7, Purpose of Contacts

Purpose of contacts is to persuade program managers and decisionmakers, who have differing goals and interests, to follow a recommended course of action consistent with established budget policies, objectives, regulations and acceptable accounting practices and controls. Contacts with managers are often in an advisory role, to analyze needs and requests, and to persuade them to adjust levels of spending and program operations.

Factor 8, Physical Demands

Work is sedentary.

Factor 9, Work Environment

Work is performed in a typical office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N1014	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Accountant	GS	510	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ACCTNT

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N1014

ACCOUNTANT, GS-510-5

Introduction

This is a trainee position in the field of professional accounting, located in a Forest Service unit.

Major Duties

As a trainee accountant, performs duties which are designed to orient the employee to accouting work. Assignments are designed to develop greater ability to perform in higher level accounting positions.

Receives formal and on-the-job instruction and training designed to familiarize employee with functions and operations of the organization, and to provide experience in the practical application of laws, rules, regulations, policies, and procedures involved in accounting work.

Assists in such activities as auditing special-use permits, reviewing land-use permits, timber appraisals, rate redeterminations and proposed timber sale contracts, or planning and preparation of the unit budget.

Participates in business management reviews of subunits.

Is responsible for compliance with safety rules and regulations.

Performs assignments in nonaccounting business management areas primarily for the purpose of broadening training.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methodology of accounting is required that would enable the employee to perform trainee level duties.

Skill in expressing thoughts both verbally and in writing is required to prepare correspondence, document field results, and report findings.

Factor 2, Supervisory Controls

Works under the close supervision of a higher level employee who makes specific assignments that are accompanied by clear, detailed, and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in the instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines are provided to the employee through Agency directives, pertinent laws, or current regulations in all fields of business administration including those of such authorities as the GAO, OPM, and OMB.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization on any deviations.

Factor 4, Complexity

Assignment consists of duties involving related steps, processes, or methods, designed to orient the trainee in the practical application of policy and basic rules and regulations. Factors to be considered differ with the subject, phase, or issues involved in each assignment. Alternatives available are few and easily recognizable. Assignments are typically screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee with the practical application of policy, rules and regulations.

The effect of the work is to facilitate the work of other business management employees within the immediate unit.

Factor 6, Personal Contacts

Contacts are with employees in units within the immediate office.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction and reporting on findings.

Factor 8, Physical Demands

Work is sedentary except for occasional walking during field visits.

Factor 9, Work Environment

Work is performed in an office setting with occasional field site visits.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON EXEMPT	4b. SUPV/MGR CODE
11			N1015	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Accountant	GS	510	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): ACCTNT

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N1015

ACCOUNTANT, GS-510-7

Introduction

This position in located in a Forest Service unit. Employee is an advanced trainee performing productive work and training for a higher level position.

Major Duties

Performs duties of limited scope and complexity in all aspects of accounting and auditing activities. Combines productive work with the learning of a variety of advanced skills, techniques, and procedures. Assignments are primarily for the purpose of developing greater ability to perform in higher level accounting positions.

Receives formal and on-the-job instruction and training designed to familiarize employee with functions and operation of the organizations, and to provide experience in the practical application of laws, rules, regulations, policies, and procedures involved in such activities as auditing special use permits, reviewing land use permits, timber appraisals, rate redetermination and proposed timber sale contracts, and planning, preparation, and maintenance of the unit budget.

From specific instructions, performs work from inception to final completion of assignment including all necessary study, collection of pertinent information and data, recording, writing of correspondence, reports, etc. Examples of work involved are the auditing of grazing associations' accounting records and timber sale accounting records, or reviewing financial ability of successful timber sale bidders.

Receives training though direct participation in the fundamentals of program and budget planning and the correlation of work plans with administrative and regulatory requirements involving appropriated and other funds, materials and manpower.

As a team member, performs business management reviews of subunits.

Is responsible for strict compliance with safety rules and regulations.

Performs other related work as assigned. Assignments in nonaccounting business management areas are primarily for the purpose of broadening training.

Factor 1, Knowledge Required by the Position

Professional knowledge of the basic principles, concepts, and methodology of accounting is required, plus skill and knowledge gained through additional experience or education that provides the ability to perform recurring assignments independently.

Skill in expressing thoughts both verbally and in writing is required to prepare correspondence, document field results and report on findings.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to the objectives and procedures to be used along with quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instructions. The employee consults with the supervisor or a higher grade specialist on any deviations, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include Agency manuals and directives, pertinent laws and regulations in all fields of business management. These guidelines are detailed and usually are directly applicable to the work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines in specific cases. Situations where existing guidelines are inadequate, or which require significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied projects which are designed to provide diversified experience as a foundation for future responsibility. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity and use of a number of standard accounting and auditing principles, methods, and practices in order to solve relatively limited problems.

Factor 5, Scope and Effect

The purpose of the work is to accomplish relatively routine auditing and accounting activities.

The work has an impact on the adequacy of the total resource and accounting activities, as well as relieving higher grade specialists of routine work.

Factor 6, Personal Contacts

Personal contacts are with other employees in various units within the immediate office, and in subunits.

Factor 7, Purpose of Contacts

Contacts are mainly to obtain and exchange information, answer questions, and when necessary, explain well-established policies, procedures, regulatory requirement,s or standards.

Factor 8, Physical Demands

Work is sedentary except for occasional walking and bending during field visits.

Factor 9, Work Environment

Work is usually performed in an office setting, although there are occasional visits to the field sites.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11		X	N5042	N (0 - EXEMPT; 1 - NON-EXEMPT)	

5. SENSITIVE POSITION CODE

- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Voucher Examiner	GS	540		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) VCHR EXAMNR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

FORM AD-332
(REV. 1-78)

Standard Job No. N5042

VOUCHER EXAMINER, GS-540-3

Introduction

This position is located on a Forest Service unit. The incumbent examines closely related types of documents to determine clerical correctness, accuracy of arithmetic computations, allowability, and correctness of charges.

Major Duties

Checks for the presence of required supporting documents such as travel orders, hotel or motel receipts, meal tickets, transportation receipts, etc. and the clerical accuracy of the bill package. Secures required but missing information or receipts needed to approve requests for payment from the traveler or the unit which issued the travel order. Checks computations. Refers to higher authority for resolution or advice those requests for payment which do not comply with documentation requirements.

Checks billing packages for such items as copy of the purchase order, itemized invoice, and certification that delivery was made. Requests additional information, or returns to payee with appropriate notation those bills which have missing information or errors such as improper item breakdown.

Forwards for payment those bills which do not require further adminstrative clearances. Screens voucher for correctness of format, content, allowability of charges, and other similar elements.

Answers questions as to procedures for assembling and submitting bills or propriety of a normal expense. Provides information such as preferred wording and standard instructions that need to be included in orders.

Serves as travel clerk and makes travel arrangements for unit employees.

Factor 1, Knowledge Required by the Position

Knowledge of directly applicable accounting guidelines, instructions, and rules which outline allowability of costs and charges to ensure that expenses are allowable and authorized.

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Knowledge of travel regulations and the general terms and provisions of standardized forms of Government contracts and weight conversion tables to verify computations and process standardized procurement and travel vouchers.

Ability to recognize and correct a variety of accounting coding errors.

Factor 2, Supervisory Controls

The supervisor makes continuing assignments, outlines overall policies, procedures, and exercises general supervision.

The incumbent accomplishes the continuing assignments independently, utilizing established procedures in carrying out the assignments. Consults with the supervisor before deviating from established practices, or when instructions for assignments are not clear or do not cover the problems encountered.

Completed work is subject to spot check for accuracy and compliance with requirements.

Factor 3, Guidelines

Guidelines and procedures for accomplishing the work are well established, including Federal Travel Regulations, Converted Rate Schedules, and various other Federal and agency guidelines covering the applicability of expenses and processing procedures. Situations which are not clearly covered by instructions are referred to the supervisor.

Factor 4, Complexity

The work consists of clear-cut and directly related tasks of screening vouchers for clerical and documentation sufficiency, checking computations, compiling monthly lists of charges, and issuing form letters on standard billing problems.

The vouchers have limited varieties of goods, service, and issues. The few partial payments processed are fixed monthly amounts. Procedures are few in number, repetitively applied, and allow little discretion in application.

Invoices or vouchers which are not payable on the basis of factual content and instructions are returned to the payee for correction and resubmission, or are referred to the supervisor.

Factor 5, Scope and Effect

The purpose of the work is to review payment documents in accordance with specific rules to ensure correct completion of paperwork, the presence of required supporting papers, and the allowability of expenses.

The work effects the accuracy and reliability of the payment process.

Factor 6, Personal Contacts

Personal contacts are with coworkers, individuals from private business, and the National Finance Center.

Factor 7, Purpose of Contacts

Contacts are made to correct or complete accounting records, to secure supporting documentation for billings, and to explain procedures.

Factor 8, Physical Demands

The work is mostly sedentary with some bending and stooping when using files.

Factor 9, Work Environment

Work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5040	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5 REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Voucher Examiner	GS	540		4	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
VCHR EXAMNR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a Employee (optional)						
b Supervisor						
c Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals and complaints or exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5040

VOUCHER EXAMINER, GS-540-4

Introduction

This position is located on a Forest Service unit where the incumbent performs duties in vouchering, verifying transactions, and examining a variety of documentary records.

Major Duties

Receives incoming billings, obligations, contract billings, and blanket purchase billings. Reviews and sorts for special handling and prepares payment vouchers. Contract payments are reviewed for change orders, partial payments, and rate changes. After reviewing billings, prepares and forwards disbursement vouchers to the National Finance Center for payment. Prepares In-Service authorizations for expenditure of Forest funds.

Prepares travel and per diem claims as well as permanent change of station vouchers and actual subsistence claims. Prepares travel authorizations for transfers and other cases where special authorizations are required. Furnishes the immediate supervisor with cost estimates for transfers of station for budget purposes. Provides guidance on travel regulations to the immediate supervisor and other employees as required.

Prepares a variety of monthly inventory reports, such as gasoline and diesel inventory reports.

Factor 1, Knowledge Required by the Position

Practical knowledge of standardized accounting procedures related to appropriations control, reimbursement of expenditures, refunds, discounts and documentation to examine the full range of vouchers.

Knowledge of travel regulations and the general terms and provisions of standardized forms of Government contracts and weight conversion tables to verify computations and process a variety of procurement and travel vouchers.

Knowledge and understanding of computer generated reports and the ability to make corrective entries to a variety of accounts in an automated system.

Ability to recognize and correct a variety of accounting code errors.

Factor 2, Supervisory Controls

The supervisor makes continuing assignments, outlines overall policies and procedures, and exercises general supervision.

The incumbent accomplishes continuing assignments independently, utilizing established procedures and initiative in carrying out assignments. Consults with the supervisor before deviating from established practices, or when instructions are not clear or do not cover problems encountered.

Completed work is subject to spot check for accuracy and compliance with requirements.

Factor 3, Guidelines

Procedures for accomplishing the work are well established, including Federal Travel Regulations, Converted Rate Schedules, and various other Federal and agency guidelines covering applicability of expenses and processing procedures.

Judgment is required in selecting the appropriate guideline or regulation. Situations for which the guidelines cannot be applied or requiring significant deviations from the guidelines are referred to the supervisor.

Factor 4, Complexity

The incumbent verifies, balances, and reconciles various kinds of listings, transactions, and related reports. The incumbent must be alert to detect errors due to occurrences such as billings for which material has not been received. Other areas requiring monitoring are contract changes affecting accounting data or handling of transactions, duplicate charges, refunds, or failure to apply discount provisions.

Actions to be taken or responses to be made differ because of the sources of information and the kinds of transactions involved. There are different automated programs generating a variety of transactions and reports such as stock and financial inventory for which the employee is responsible.

Factor 5, Scope and Effect

The purpose of the work is to examine and process a variety of accounting documents to ensure prompt receipt and payment for goods and services.

The work product affects the control of expenditures, reliability, and accuracy of the unit's accounting functions.

Factor 6, Personal Contacts

Personal contacts are with coworkers, individuals from private business, and the National Finance Center.

Factor 7, Purpose of Contacts

Contacts are made to correct or complete acocunting records, to secure supporting documentation for billings, and to explain procedures regarding differences or discrepancies in charges and receipts.

Factor 8, Physical Demands

The work is mostly sedentary with some bending and stooping when using files.

Factor 9, Work Environment

Work is performed in an office setting.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5056	4a FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Engineering Aid	GS	802		2	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
ENGRG AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

1a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5056

ENGINEERING AID, GS-802-2

Introduction

This position is established in a Forest Service unit to serve as a training position for a member of an engineering crew.

Major Duties

Performs a variety of repetitive engineering tasks requiring simple work procedures performed in a fixed or prescribed sequence.

Assists in the assembly, installation, or operation of equipment, instruments, or facilities by performing specific manual tasks.

Cuts brush and small trees to clear line of sight. Holds rods or chains at designated points and records data.

Factor 1, Knowledge Required by the Position

Knowledge of simple work methods to perform work assignments.

Knowledge of basic hand and power tool usage to clear brush and trees from survey lines and perform simple computations.

Knowledge of accepted safety practices to prevent injury to self and fellow workers.

Factor 2, Supervisory Controls

Assignments are made by the supervisor with specific instruction on procedures, methods, and techniques.

The incumbent selects procedures for the completion of routine tasks. Nonrepetitive assignments are made with specific instructions.

Nonroutine work is checked in progress. Supervision of routine tasks diminishes to spot-checks in progress and upon completion.

Factor 3, Guidelines

Guidelines include well-established procedures and specific verbal and written instructions from the crew leader.

Guidelines are fully applicable and require little or no interpretation.

Factor 4, Complexity

Work consists of a limited variety of repetitive tasks, for example, recording instrument readings.

These tasks require a knowledge of easy-to-follow work procedures.

Work consists of a few duties in fixed and regular sequence.

Factor 5, Scope and Effect

Work performed assists other employees and provides a learning situation for the incumbent.

Work affects the operating efficiency of the immediate unit.

Factor 6, Personal Contacts

Contacts are with the supervisor and coworkers.

Factor 7, Purpose of Contacts

Contacts are made to exchange information about assigned work.

Factor 8, Physical Demands

Field work requires a capacity for strenuous physical work.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind and dust may be encountered. The work requires the use of safety equipment such as boots, gloves and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N5054	N	

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Engineering Aid	GS	802		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) ENGRG AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5054

ENGINEERING AID, GS-802-3

Introduction

This position is established in a Forest Service unit to assist with technical engineering work.

Major Duties

Performs a variety of duties including two or more of the following:

Assists higher level engineers in locating control points and taglines for roads. Collects data and prepares field notes and reports.

Performs various tasks on a land line location or p-line survey crew, such as setting hubs, measuring elevations and distances, setting targets, and recording field data.

Performs tasks related to road design, such as computes levels; plots road profiles, cross sections, and traverses; traces completed plans and profiles; prepares data for computerized input; and works from printouts or reports.

Assists with work related to constructing roads, trails, or other facilities, such as collecting and analyzing materials; taking measurements; and reporting on contractor's progress to a higher-level engineer.

Assists with road inventories, mapping, signing, traffic counts, or other work related to the maintenance of roads, trails or facilities.

Factor 1, Knowledge Required by the Position

Knowledge of mathematics, maps, and simple engineering specifications necessary to follow procedures and make routine calculations and reports.

Knowledge of elementary engineering techniques for road surveys, drafting, materials and testing, and/or construction.

Factor 2, Supervisory Controls

Supervisor makes assignments of a routine nature with instructions on work methods and procedures. Specific and detailed instructions are provided on a day-to-day basis for new and different work.

Routine work is checked occasionally to determine quantity and quality, but employee is expected to work on own initiative.

Unfamiliar assignments are checked in progress and upon completion.

Factor 3, Guidelines

Guidelines include established precedents and procedures. Technical guidelines are basic math and engineering texts, Agency manuals, project design standards, and other published materials, plus written and oral instructions from the supervisor.

Little interpretation is required and the decision of which guide to use is usually obvious.

Factor 4, Complexity

Work consists of related tasks, for example tasks associated with the different construction projects and surveys. Performance requires a working understanding of technical engineering methods and practices.

Assignments are limited to projects where work to be done is easily identified by employee.

Action to be taken is dictated by the type of instructions from the supervisor.

Factor 5, Scope and Effect

The work performed supports work efforts of higher level employees.

Work impacts on the accuracy of projects and the efficiency of the unit.

Factor 6, Personal Contacts

Contacts are with coworkers.

Factor 7, Purpose of Contacts

The purpose of contacts is to exchange information about the assigned work.

Factor 8, Physical Demands

The work requires walking moderately long distances over rough terrain in a forest environment.

Factor 9, Work Environment

Work is performed in an office and out-of-doors. Field work involves exposure to extremes of weather and temperature and there is continuous danger of slips and falls. Safety precautions are required and employee will use protective clothing as specified in Agency manuals and the Safety Handbook.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5053	N	

5. SENSITIVE POSITION CODE

- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Civil Engineering Technician	GS	802		4	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGRG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84

Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5053

CIVIL ENGINEERING TECHNICIAN, GS-802-4

Introduction

This position is established in a Forest Service unit to assist with technical support for engineering work.

Major duties

Performs a variety of technical engineering work such as:

Conducts surveys using hand instruments such as hand levels and compasses. Makes simple traverse surveys using staff compass and tape. Measures small land areas using rod, tape, and hand level to obtain rough estimates of yardage to be excavated. Records data which requires specialized skills to makr difficult manual computations.

Performs a variety of standardized engineering tests in accordance with established methods; e.g., sieve analysis, slump, density and moisture. Recommends rejection of material that does not meet specifications. Evaluates and records findings.

Calculates earthwork quantities. Prepares notes for ADP input.

Performs simple corner searches and land line ties with maps in the field.

Checks for contract compliance with obvious contract regulations. Writes daily diaries and inspects reports. Takes and reduces field notes. Recommends corrective action where need is obvious and accepts material and workmanship in clearcut situations.

Performs basic computations of contract estimates of costs for materials and work.

Uses stake-out notes to mark right-of-way clearing limits.

Analyzes and presents engineering data in accordance with established methods.

Factor 1, Knowledge Required by the Position

Knowledge of standard engineering techniques and procedures to conduct simple surveys and perform standardized engineering tests.

Knowledge of mathematics, including simple geometry and algebra to analyze data and prepare computations.

Knowledge of standard surveying and testing equipment to perform surveys and test materials.

Knowledge of standard procedures for preparing field notes, reports, and making calculations.

Knowledge of standard contracting methods and procedures to inspect for contract compliance.

Factor 2, Supervisory Controls

Routine assignments are made by the supervisor in terms of objective to be achieved without explicit instructions on work methods. Explicit instructions are provided for unfamiliar work.

The incumbent is expected to resolve routine problems on the basis of past experience without reference to the supervisor.

Routine work is reviewed for adherence to instructions and technical adequacy upon completion. Nonroutine assignments are reviewed in progress.

Factor 3, Guidelines

Guidelines include established engineering procedures and methods; contract specifications; and Agency and unit policies concerning road construcion. These guidelines are readily available and specific.

The employee uses judgment in applying guides in well-defined situations. Variation in guides must be approved by the supervisor.

Factor 4, Complexity

Assignments are varied and are performed in varying sequence but restricted to a limited number of standard procedures. The work involves tasks such as assisting in the reconnaissance, location, survey, design and inspection of timber sale roads, considering such factors as economic feasibility, environmental impact, logging system to be used, engineering feasibility, and soil conditions. Uses established standard engineering procedures in the road survey and design. Makes obvious judgment in clearcut situations as to contract compliance. Combines familiar concepts, methods, and procedures to evaluate data and solve routine technical problems.

Factor 5, Scope and Effect

Purpose is to provide technical assistance on an engineering projects.

Accuracy of work as well as decisions and judgments made in location, testing of materials and soils, design, and inspection affect the quality of the final product and the satisfactory completion of the project.

Factor 6, Personal Contacts

Most contacts are with other engineering personnel. Contacts include interaction with timber personnel on road location and alternatives. Contacts also include purchasers' representatives, contractors, and contractors' employees.

Factor 7, Purpose of Contacts

Contacts are to give and receive information and instructions, to exchange data on road location and construction, and to report on contract compliance and final completion of projects.

Factor 8, Physical Demands

The work involves frequent hiking, climbing, bending, and lifting. Employee must be physically fit and have a considerable amount of dexterity.

Factor 9, Work Environment

The work will be in an office and in the field, often in steep, brushy, hazardous terrain. Time will be spent in a vehicle traveling from job to job on narrow logging roads. Safety precautions are required and the employee will use protective clothing as specified in the Agency Manual and Safety Handbook.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N5055	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineering Technician	GS	802		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGRG TECHNCN
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5055

CIVIL ENGINEERING TECHNICIAN GS-802-5

Introduction

This position is established in a Forest Service Unit to provide technical assistance in engineering programs.

Major Duties

The position involves assignments in at least two of the following areas:

Performs work related to reconnaissance of forest development roads. Establishes control points and route gradelines. Collects data on soil, topography, gradient, stream location, and related physical characteristics. Makes computations from tables to estimate road location. Marks and records control points. May participate in the road survey as a skilled crew member or party chief, or may inspect the performance of contract surveyors.

Assists in the design of roads and related structures such as culverts and retaining walls. Collects, computes, and analyzes data from field notes. Prepares, inspects, and processes data using computerized road design systems. Reviews printouts, cross sections, and profiles; recommends traverses, gradients, culvert locations, and other aspects of the final road design. May serve as an expert draftsperson, preparing final plans and drawings for review by the designer.

Performs routine inspection of construction activities. Collects and analyzes materials samples; measures characteristics such as road widths, culverts, and slope. Compares findings with plans and contract specifications, reporting the results to the COR or ER.

Factor 1, Knowledge Required by the Position

Knowledge of the basic techniques and methods of civil engineering, to perform testing, inspection, and/or reconnaissance assignments.

Knowledge of applied mathematics, including algebra and geometry to perform required measurements and calculations.

Knowledge of commonly used engineering test equipment and standard materials testing equipment to perform assignments and evaluate materials.

Ability to collect, compute, and make basic analysis of engineering data; and ability to prepare routine reports using this data.

Factor 2, Supervisory Controls

The supervisor makes work assignments by objectives, without explicit instructions as to work methods.

Incumbent is expected to independently solve routine technical problems, but may request supervisor's assistance in unusual situations.

Completed work is spot-checked for technical adequacy and work method used.

Factor 3, Guidelines

Guides include road design guides, survey handbooks, contract administration handbooks, Agency manuals and handbooks, and a variety of work precedents.

The employee uses judgment in selecting and interpreting the appropriate guide for specific problems, and in referring difficult problems to the supervisor for advice.

Factor 4, Complexity

The work is generally repetitive, with similar problems and situations encountered on different assignments. The work involves the application of generally standard engineering practices and methods to such tasks as colleting data, making calculations, operating technical equipment, and preparing plans and specifications.

Factor 5, Scope and Effect

The purpose of the work is to provide skilled technical support to the various engineering activities required by the unit.

The accuracy, reliability, and efficiency of the work affects the outcome of the unit's engineering surveying projects.

Factor 6, Personal Contacts

Contacts are with other engineering employees, employees in other disciplines, and contractor's representatives.

Factor 7, Purpose of Contacts

Contacts are to exchange information about technical details and engineering specification or obtain routine information from contractors.

Factor 8, Physical Demands

The work involves strenuous walking, extensive driving, and occasional bending or lifting.

Factor 9, Work Environment

The work is performed in an office and in a forest environment characterized by steep slopes and eneven terrain. Outside work is performed in all types of weather. Vehicle driving is often on unimproved roads. The employee will use protective clothing as specified in the Agency manual and Safety Handbook.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5052	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineering Technician	GS	802		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
CIVIL ENGRG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84

Signature — Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5052

CIVIL ENGINEERING TECHNICIAN, GS-802-7

Introduction

This position is established in a Forest Service unit to provide technical support for engineering projects.

Major Duties

Working from specific design criteria, designs low volume road projects from field notes; reduces traverses, levels and topography notes; establishes "L" line design alignment from "p" line data; computes quantities; makes cost estimates; produces plan and profile sheets; and selects and adapts paragraphs from previously approved project specifications.

Checks final field notes for clarity and accuracy, and completes necessary transmittal forms for submission of design data for data processing.

Prepares sketches and develops layouts, construction details and installation drawings, plus other drafting duties including the final plan and profile sheet.

Serves as a party chief in directing lower grade employees on a survey for forest development roads and/or facilities.

Supervises crews in setting construction stakes for clearing, grading and drainage structures. Inspects projects under construction for compliance with plans specifications.

Acts as inspector on timber sale and/or public work road construction contracts doing routine, established inspection duties. May also serve as inspector-in-training on more complex projects and activities working under close supervision of the project engineer.

Factor 1, Knowledge Required by the Position

Knowledge of established engineering techniques and practices to design low volume timber access roads and related facilities.

Knowledge of surveying methods, equipment and techniques in order to direct survey projects and prepare for construction.

Knowledge of timber sale and public works contract terms and specifications in order to relate to construction operations, explain deficiencies, and assure contract compliance.

Ability to communicate orally and in writing in order to coordinate and accomplish work objectives and prepare reports.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to objective to be achieved, quality, and timeliness of work.

Incumbent works independently and uses own initiative in planning and executing work. Uses judgment in selecting/adapting the design, drafting, and other engineering standards and practices to specific design assignments. If guidelines do not cover the situation or a significant change in guides is required, seeks assistance from the supervisor.

Recurring work is occasionally observed and checked for technical adequacy. New and significantly changed work is closely reviewed.

Factor 3, Guidelines

Guidelines include engineering tables and charts, manuals, technical guides, standard operating procedures and verbal and/or written instructions from the supervisor.

Incumbent selects, interprets, and applies guides to specific problems, deviating from those guides as necessary. Calls attention of superivisor to major deficiencies and/or problems.

Factor 4, Complexity

The work consists of assignments which require initiative and resourcefulness in planning and/or execution. Independent selection, interpretation, and application of engineering technical guidelines is made in situations where precedents are not fully applicable.

Though tasks involve varied processes and methods, work requires familiarity and judgment in interpreting data and selecting guides for specific projects.

The employee receives guidance on any unfamiliar practices and problems. May deviate from established practices to satisfy or adjust requirements.

Factor 5, Scope and Effect

Work involves performing or assisting in the survey, design, and construction inspection of forest development roads and related facilities.

The work affects the activities of project engineers and other resource groups outside of the engineering unit.

Factor 6, Personal Contacts

Personal contacts include Forest Service personnel and occasionally Forest cooperators such as road builders, timber contractor personnel, and other contractors.

Factor 7, Purpose of Contacts

Contacts are to plan, coordinate, assist in review, obtain information, make arrangements with persons or groups involved, and/or provide guidance to subordinates.

Factor 8, Physical Demands

The position requires the capacity for strenuous physical work.

Factor 9, Work Environment

Office work occurs in a controlled environment. Field work involves moderate risks and discomfort such as hot and cold weather, working around moving equipment, dust, noise, and related factors. Employee may be required to use protective clothing or equipment, such as hardhat, boots, and goggles.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5085	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFIC TION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineering Technician	GS	802		9	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
CIVIL ENGRG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5085

CIVIL ENGINEERING TECHNICIAN, GS-802-9

Introduction

This position is located in a Forest Service unit to provide technical engineering work on complete conventional projects of limited scope, or a portion of a larger and more diverse project.

Major Duties

Duties are performed in some or all of the following areas:

Performs road reconnaissance surveys through areas presenting engineering problems, ordinarily involving high cost of construction. Based on tentative desirable maximum-minimum standards, determines possible route or routes, designates key control points, compiles or makes cost estimate with supporting data and statistics, and submits to supervisor for consideration in selecting the most feasible route.

As required, directs lower-grade technicians in inspections and reporting of route location on low standard roads and trails, reviews reports and makes recommendations for submitting to higher authority.

Conducts building and utility surveys on Forest administrative sites. Prepares reports and recommends priorities which are used in the formulation of cost estimates and bills of materials.

Maintains up-to-date building plans for the administrative site along with current condition surveys. Provides necessary information for programming and planning building construction or maintenance.

Using engineering project survey notes, data and specifications, makes designs and layouts of roads, trails, bridges, drainage structures, and other systems of moderate complexity. Makes and/or recommends revised or alternate designs to eliminate or reduce engineering problem areas without undue sacrifice of standards, economy, or esthetics.

Administers construction and maintenance contracts to insure compliance with the terms and conditions of the contract. Projects are of moderate complexity and can usually be completed in a year or less. Issues start and stop work orders to the contractor. Assures compliance by the contractor with the provisions, plans, and specifications of the contract, accepting or rejecting quality and acceptability of equipment used, manner of performance and rate of work progress, interpretation of plans and specifications, and acceptable fulfillment of the technical phases of the contract. Refers points of disagreement to the Contracting Officer. Makes minor changes requiring contract amendments and modifications involving adjustments in the contract price or time, and recommends final acceptance of the completed project. Instructs the contractor to contact the Contracting Officer whenever subsurface, latent, or unknown physical conditions are encountered. Personally notifies the Contracting Officer of these conditions along with recommendations. Rejects defective materials furnished by the contractor and suspends work not properly performed subject to the final decision by the Contracting Officer. Maintains the official diary on the entire project operation. Keeps a record of progress payments. Maintains a file of all documents and records incident to the administration of the contract. Prepares all required orders and correspondence affecting contract administration.

Interprets plans and specifications, and provides technical assistance to force account crews involved in transportation system and/or building and utility construction and maintenance. Insures that materials and methods meet required standards. If plans and/or specifications appear to be below standard or in error, makes necessary changes and submits to the responsible official for review.

Prepares contract plans, estimates, and specifications for construction or roads, bridges, building and utility systems, etc. Is familiar with the technical aspects of assembling the contract documents.

Serves as an inspector of timber purchaser built roads of unusual difficulty and complexity. This includes the interpretation of plans and specifications, and inspection of construction, reconstruction, and improvement of roads, bridges, cattleguards, fences, drainage structures, etc. Inspects purchaser construction activities for contract conformance that includes safety, utilization of materials, esthetics, and recommends action to be taken.

Factor 1, Knowledge Required by the Position

Thorough knowledge of engineering practices, procedures, and techniques.

Knowledge of principles of transportation system planning and analysis to accomplish reconnaissance, design, and coordination.

Knowledge of road and minor structure design, and construction procedures to accomplish design.

Oral and written communication skills in order to prepare and present reports on work projects.

Knowledge of landforms, soil characteristics, logging systems, photo and map interpretation, and construction procedures to locate routes.

Knowledge of contract format and applicable specifications to develop new cost estimates and costs for design changes and modifications.

Knowledge of policies and specifications pertaining to preconstruction and contract administration areas leading to certification in all areas.

Knowledge of standard structures such as retaining walls, timber bridges, and major culvert installations to properly administer timber sale and public work contracts.

Factor 2, Supervisory Controls

The supervisor outlines requirements, provides information on any related worked being performed, and provides general instructions regarding scope of objectives, time limitations, and priorities.

The incumbent independently plans and schedules own work. The supervisor is available for consultation and advice on significant deviations from standard engineering practices, and provides more detailed instructions when new criteria or techniques are involved.

Work is observed for progress and coordination with others, and for adherence to completion and cost schedules. Standard methods used are seldom reviewed, but review is made for adequacy and conformance with established policies, precedents, and engineering concepts.

Factor 3, Guidelines

Guides include Agency manuals and handbooks; engineering charts, plans, specifications, and precedents; and other written guides.

Employee must be able to located and apply reference material to various aspects of assignments.

Factor 4, Complexity

Work consists of a wide variety of moderately complex duties relating to engineering activities.

Assignments involve study, analysis, and consideration of several possible courses of action, techniques and designs, and selection of the most appropriate. Changes or deviations often must be made during progress of an assignment to incorporate additional factors requested after start of the project, or to adjust for conditions which could not be predicted accurately in the original plans.

Decisions regarding methods to use and adaptations to make require judgment and considerable experience to anticipate economical and environmental consequences.

Factor 5, Scope and Effect

The work involves planning and conducting engineering work which requires determining, analyzing, and resolving a variety of conditions.

The work product affects the efficiency with which engineering projects which support resource activities are carried on.

Factor 6, Personal Contacts

Contacts are with coworkers and other unit personnel, prime and subcontractors and their representatives, employees in other government agencies, and manufacturers involved in providing materials for construction projects.

Factor 7, Purpose of Contacts

Contacts are to plan, direct, coordinate, and/or perform a variety of assignments, requiring the incumbent to resolve operating problems and conditions. It involves dealing with cooperative and uncooperative individuals, requiring substantial tact and skill in influencing or motivating individuals to accomplish the desired result.

Factor 8, Physical Demands

The work requires some physical exertion such as long periods of standing, walking, and carrying moderately heavy items over rough, uneven, mountainous, or rocky surfaces.

Factor 9, Work Environment

Field work involves moderate risks and discomfort such as hot and cold weather, working around moving equipment, dust, noise, and related factors. Employee may be required to wear protective clothing or use protective equipment, such as hardhat, boots, and goggles.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3006	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Landscape Architect	GS	807	51	5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LANDSCP ARCH
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N3006

LANDSCAPE ARCHITECT, GS-807-5

Introduction

This position is located in a Forest Service unit. The incumbent serves in a trainee position in the field of landscape architecture.

Major Duties

Participates in developmental activities to increase basic knowledge developed through formal education to relate to formal and on-the-job training under the supervision of Forest Service landscape architects.

Participates in the completion of plane table topographic surveys.

Designs minor recreation site development proposals or simple recreation facilities, emphasizing analysis of landscape characteristics. Designs selected portions of more complex sites. Prepares drawings for these designs or those prepared by others from sketches or preliminary drawings of more complicated project proposals.

Prepares preliminary technical reports or narrative writeups for existing or potential recreation sites under the direct guidance of experienced landscape architects.

Assists in preparing draft specifications and rough cost estimates for recreation project construction.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, recreation, engineering, or business management.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional principles, concepts and methodology of landscape architecture that would enable the incumbent to perform basic trainee level duties, including analysis of land characteristics.

Skill in expressing thoughts both verbally and in writing in order to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions.

Employee works as instructed and consults with supervisor on all matters not specifically covered in instructions or guidelines.

Work is closely reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines are provided to the employee, including Agency manuals and handbooks, pertinent laws, and current regulations.

The employee works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviation.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods designed to orient the trainee in the practical application of policy and basic rules and regulations.

Factors to consider differ with the subject, phase, or issues in each assignment. Alternatives available are few and easily recognizable.

Assignments are screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of policy, rules and regulations.

The effect of the work is to facilitate the work of other employees within the immediate unit.

Factor 6, Personal Contacts

Contacts are with employees in the immediate office and related units.

Factor 7, Purpose of Contacts

Contacts are to obtain advice and direction and report on findings.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough uneven ground, recurring bending, crouching, stooping or similar activities.

Factor 9, Work Environment

Work is performed in an office and in the field. Field hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3007	4a FLSA STATUS N (0 - EXEMPT, 1 - NON-EXEMPT)	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Landscape Architect	GS	807	51	7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LANDSCP ARCH

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N3007

LANDSCAPE ARCHITECT, GS-807-7

Introduction

This position is located in a Forest Service unit. The incumbent serves as an advanced trainee in the field of landscape architecture.

Major Duties

Applies basic knowledge developed through formal education to specific technical duties working directly with experienced landscape architects.

Assists in all facets of plane table topographic surveys including field work, computations, and drafting of final contour sheets.

Develops designs for minor site plans and recreation facilities, including landscape planting plans using preliminary sketches or design ideas. Completes final drafting of working drawings to be used for construction purposes. Prepares a range of project components for more complex projects that are compatible with the overall concept developed by experienced landscape architects. Prepares final specifications and cost estimates under the direction of experienced landscape architects.

Prepares reports, narrative writeups, and technical analyses for existing and potential recreation sites.

Assists in Visual Management System mapping, inventory, and application of mitigation techniques to relatively simple resource activities which carry potential impact to the visual resource.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, recreation, engineering, or business management.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional principles, concepts and methodology of landscape architecture plus skill and knowledge gained through additional experience or education that provides the ability to perform recurring assignments independently.

Skill in expressing thoughts both verbally and in writing to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor provides repetitive assignments with general direction on objectives, procedures to be used, and timeliness, quality, and quantity expected. New assignments are made with specific instructions.

Repetitive work is performed independently without specific instructions. The employee consults with the supervisor or a higher grade specialist on any deviations, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include agency manuals and handbooks, pertinent laws, and regulations which are detailed and usually are directly applicable to the assigned work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and in making minor modification to guidelines in some cases. Situations where existing guidelines are inadequate, or proposed significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience as a foundation for future responsibility.

Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number standard principles, methods and practices, in order to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

The purpose of the work is to provide advanced training to the incumbent in the application of Agency policy, rules, and regulations as they apply to the theories and principles of landscape architecture.

The effect of the work is to increase the efficiency of the incumbent in performing landscape architecture duties and to facilitate the work of specialists in the unit.

Factor 6, Personal Contacts

Personal contacts are with employees in the immediate office and in related units.

Factor 7, Purpose of Contacts

Contacts are to obtain and exchange information, answer questions, and when necessary, explain well-established policies, procedures, regulatory requirements or standards.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough, uneven ground, recurring bending, crouching, stooping or similar activities.

Factor 9, Work Environment

Work is performed in an office and field environment. Field work hazards include risk of injury from falls, strains, striking against brush and overhanging branches, and occasional exposure to inclement weather such as rain, cold, and heat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5101	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Landscape Architect	GS	807	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LANDSCP ARCH

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5101

LANDSCAPE ARCHITECT, GS-807-9

Introduction

This position is located on a Forest Service unit. Performs work concerned with landscape management; interpretative services; multiple use studies; site design, construction, and maintenance on projects of limited complexity or as assistant on projects of moderate complexity.

Major Duties

Prepares visual resources inventories and trains others to do so. Prepares inventory and analysis presentations in graphic and written form. Takes part in the planning process and as assigned prepares the graphic and written portions of the action plan.

Assists in the preparation and maintenance of the unit sign and poster plan by sketching designs for interpretative signs for completion by the Regional sign design specialist. Designs mounts for interpretive signs and displays. Prepares graphic presentations as assigned.

As an interdisciplinary team member, provides landscape architectural assistance and consultation, including inventory, appraisal, and analysis. Reviews and makes recommendations to multiple use plans.

Designs recreation sites, monitors construction jobs, and provides guidance in maintenance. This may consist of various steps in analysis and design, preparing specifications, preparing for reviews, making final plans, and recommending approval.

Factor 1, Knowledge Required by the Position

Professional knowledge of landscape architecture principles and concepts sufficient to apply conventional techniques to the solution of problems involving landscape management.

Knowledge sufficient to interpret the effect and impact of a particular procedure or operation on the esthetic values on a given location, the functional requirements of the project, and the relationship and compatibility with other projects/developments in the area.

Knowledge of Agency policies, procedures, and statutory requirements concerned with multiple use and sustained yield of forest resources; to provide advice for multiple use management decisions.

Limited knowledge of hydrology, forestry, soils, wildlife management, etc., as they relate to management of a site and adherence to standards.

Factor 2, Supervisory Controls

The scope of the assignments, objectives, and critical deadlines are outlined by the supervisor.

The landscape architect independently plans the steps and techniques necessary to complete the assignments in accordance with established landscape management practices and techniques. Consults the supervisor where unusual or unconventional environmental conditions occur, or where modification of established precedents is required.

The supervisor reviews completed work for technical adequacy, soundness, and accomplishment of overall objectives.

Factor 3, Guidelines

There are numerous guides available including approved long-range and short-range management plans, which provide guides as well as constraints on actions to be taken and timing of the action. Guides are not specific to on-the-ground conditions that exist at any point in time, and are not specific as to the handling of particular problems on specific sites; i.e., developed and undeveloped recreation areas.

The employee selects from alternative methods or approaches which appear appropriate to the existing situation, and makes or recommends compromises required by technical considerations.

Factor 4, Complexity

Assignments include such tasks as investigation of areas proposed for development by making technical reports and design layout plans.

The employee considers the effect of the proposal on forest projects and on the various resources. Problems usually have precedents.

Assignments require the application, with minor deviation, of prescribed guidelines and the application of a working knowledge of related sciences.

Factor 5, Scope and Effect

The purpose of the work is to prepare and implement conventional plans to obtain the most functional, economical, and esthetic results in physical land planning.

The work affects the quality of landscape management on the unit.

Factor 6, Personal Contacts

Personal contacts are with other landscape architects, engineers, contractors, and other Forest Service personnel.

Factor 7, Purpose of Contacts

Contacts are to provide and exchange factual information and to resolve conflicts with other resource uses.

Factor 8, Physical Demands

Work is primarily sedentary, but does require some walking, bending, and climbing over rough and mountainous terrain.

Factor 9, Work Environment

Work is primarily in an office setting, but does require some field work involving moderate risks and temperature extremes.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5115	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Landscape Architect	GS	807	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LANDSCP ARCH

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5115

LANDSCAPE ARCHITECT, GS-807-11

Introduction

This position is located on a National Forest. The incumbent is performs duties in all phases of landscape management and environmental design.

Major Duties

Provides advice in the formulation and implementation of Forest management plans, involving development and analysis of landscape management data to be incorporated in the land management plans. Reviews and recommends approval, rejection, or modification of multiple use plans.

Provides advice in the formulation and implementation of various Forest project plans such as transportation, resource, recreation composite and site, administrative site, special use, etc. Involvement may include preparation, review, consultation, analysis, presentation, and maintenance of the plan.

Designs conventional recreation or other sites which may involve several campsites.

Coordinates landscape management studies. Trains and directs others in the development of inventory and analysis presentations in graphic form. Provides the principal advice in the preparation of the graphic portions of all Forest activities. Prepares or supervises preparation of charts, graphs, illustration, layout for photo displays, etc., for use in releases to news media and use in public presentations.

Assists in the preparation and maintenance of the Forest's sign and poster plans by assuring compliance with established criteria and standards, recommends changes when necessary. Sketches designs for interpretative signs for completion by Regional sign design specialist. Designs mounts for interpretative signs and displays. Recommends placement for and types of traffic control devices.

Determines and recommends needs for training sessions in landscape management. Coordinates and prepares training programs. Develops and coordinates follow-up efforts as needed.

Factor 1, Knowledge Required by the Position

Knowledge of professional landscape architecture principles and concepts as related to Forest activities sufficient to develop and execute the full range of professional tasks.

Knowledge of the Forest Service land management process sufficient to serve as a full team member in the interdisciplinary planning process, providing acvice on landscape management.

Knowledge of visual materials (Charts, graphs, illustrations, layouts for photo display, etc.) for use in releases to the news media or use in public presentations.

Familiarity with related fields such as forestry, hydrology, soil science, or wildlife sufficient to incorporate considerations from these disciplines into overall work planning and functional management.

Knowledge of Agency policies and procedures sufficient to ensure that landscape management plans and programs are consistent with such policies and procedures.

Factor 2, Supervisory Controls

The supervisor outlines overall program objectives and the resources available. The employee and supervisor consult on project priorities and deadlines for specific projects.

The employee independently plans work projects, develops the necessary landscape management control plans, coordinates and oversees their implementation, and resolves conflicts with other resource functions.

The work is reviewed only to the extent necessary to determine conformance with landscape management objectives and the effectiveness in meeting overall land management objectives.

Factor 3, Guidelines

Guidelines include Agency policy and procedural manuals, regional level supplemental guides, approved land management and long-range functional resource plans, and professional journals and publications.

The incumbent uses judgment and ingenuity in developing and implementing plans and programs, as the guides do not provide adequate or specific coverage of the range of variable conditions found in the forest area. The incumbent independently adapts or extends the guidelines, or chooses from among alternative procedures in an attempt to achieve optimum multiple use and protection of the resource.

Factor 4, Complexity

Assignments involve various duties concerned with analysis of existing conditions and development of annual work plans, as well as the execution and oversight of such plans in the primary areas of landscape management and esthetic values.

There are a combination of factors to consider in assigned tasks, such as the effects of multiple resource management activities on landscape. Small sites for which input is given in management plans have unusual problems, such as complex erosion problems. The problems encountered are caused chiefly by resource demands resulting in conflicts with landscape management principles and esthetic values.

The incumbent must select design criteria or give advice for recreation sites or resource management projects which require modifying standard guidelines and applying new design methods.

Factor 5, Scope and Effect

The purpose of the work is to assure effective development of the various resources while assuring the protection and enhancement of the visual resource.

The results of the work affect the quality of resource management and the effective utilization, protection, and/or development of resources.

Factor 6, Personal Contacts

Contacts are with other landscape architects and specialists in related fields, local officials, special interest groups, and the local public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging technical and operational information, maintaining cooperation, resolving mutual problems or conflicts with other resources, and providing technical advice and coordination on operating problems concerning landscape management.

Factor 8, Physical Demands

A considerable amount of physical activity is required while making on-the-ground examinations or inspections of on-going operations including walking, climbing over mountainous terrain.

Factor 9, Work Environment

Work requires exposure to some risks and adverse weather conditions.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5026	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Construction Inspector	GS	809		5	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CONST INSPR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5026

CONSTRUCTION INSPECTOR, GS-809-5

Introduction

This position is established on a Forest Service unit as an assistant to higher grade personnel in performing onsite inspection of forest road projects.

Major Duties

Inspects basic segments of road projects where foundation and other problems are not complex. Inspects quantity, quality, and placement of earthmounds and gravel, checks line and grade of access roads, checks placement of culverts, checks excavations and footings, and inspects slopes, embankments, grading, moisture content, and compaction of earthwork.

Approves materials and workmanship that conform to contract requirements, established standards, and approved practices.

Independently records work progress and prepares required reports.

Maintains personal contact with contractor to obtain information on the sequence of operations and work methods, explain requirements of drawings and specifications, and inform contractor of inspection results. Reports significant developments and complex problems to supervisor.

Factor 1, Knowledge Required by the Position

Knowledge of established inspection and construction policies, procedures and standard operating practices in order to assure adherence to requirements of plans and specifications.

Practical knowledge of surveying and engineering practices and procedures in order to interpret and explain standard requirements to others.

Knowledge of drawings and specifications of a simple nature and ability to interpret them so that standard requirements can be explained to others.

Knowledge of requirements and procedures for keeping simple contract records.

Factor 2, Supervisory Controls

Supervisor makes assignments involving familiar concepts in terms of objectives to be achieved.

Incumbent is responsible for carrying out normal assignments and resolving normal technical problems. Seeks assistance on unusual or complex problems.

Completed work is reviewed for technical accuracy and adequacy. Complex inspection tasks are closely reviewed.

Factor 3, Guidelines

Guidelines include engineering standards, public works and timber sale administration handbook, contract drawings and specifications, and direction from higher level inspectors.

The incumbent performs work assignments within these guidelines. Variations or exceptions are approved by higher level inspector.

Factor 4, Complexity

Work consists of assignments which require independent inspection of several standardized construction procedures, items, or operations of limited difficulty; preparation of reports and documentation of inspection activities; and interpretation of standard contract plans and specifications.

Incumbent applies established practices and procedures to determine if work meets specifications and notifies contractor's personnel of approval or rejection.

Receives technical guidance from supervisor for complex problems.

Factor 5, Scope and Effect

The primary purpose of this position is to assist higher level personnel in inspection and related construction administration duties.

Decisions affect timely performance of contract construction and acceptability of workmanship and materials used.

Factor 6, Personal Contacts

Personal contacts typically are with contractors' supervisory personnel and Forest personnel. They usually occur in a relatively unstructured setting.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining data, explaining contract requirements, and reporting inspection results.

Factor 8, Physical Demands

Most of the work requires some physical exertion, standing, walking, and climbing over rough, uneven terrain in dusty, wet, or muddy locations and in a wide variety of weather conditions. The remainder of the work involves working at a drafting table and desk.

Factor 9, Work Environment

Work is frequently performed outdoors where the incumbent is exposed to adverse weather conditions, poison oak, insect bites, etc. Surfaces are typically uneven, steep and/or unstable.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5025	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Construction Inspector	GS	809		6	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CONST INSPR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

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Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5025

CONSTRUCTION INSPECTOR, GS-809-6

Introduction

The incumbent performs inspection duties for construction projects on a Forest Service unit.

Major Duties

Independently inspects forest road construction or maintenance, or inspects a variety of standard contract work items or operations, such as a small residential building with a variety of unrelated construction processes of limited complexity, to insure contract compliance.

Determines the acceptability of workmanship and materials for the job by interpreting and applying requirements of the drawings and specifications. Makes suggestions to the contractor concerning established, acceptable methods and practices that meet contract requirements.

Maintains simple contract records, and keeps track of work progress.

Gathers data and presents to higher level when deviations from drawings or specifications are requested by the contractor, or appear to be necessary for successful completion of the contract.

Performs routine construction staking.

Factor 1, Knowledge Required by the Position

Practical knowledge of engineering methods and techniques required for inspection of complete projects for contract compliance.

Knowledge of construction practices, costs, materials, and equipment.

Knowledge of moderately complex plans and specifications and ability to interpret them in problem solving.

Skill in verbal and written communications.

Basic knowledge of math, engineering survey and design, and elementary contract recordkeeping and report preparation.

Factor 2, Supervisory Controls

The supervisor makes assignments to inspect work under small contracts or phases of work under major contracts.

The incumbent performs the work independently but seeks assistance from higher level to resolve problems.

The work is spot checked for contract compliance and timely completion. Final review is made to insure compliance and to critique quality of accomplishment.

Factor 3, Guidelines

Guidelines include engineering standards, public works and timber sale administration handbooks, contract drawings and specifications, and supervisor's direction.

The incumbent completes assignments within these guidelines. Requests for deviations or exceptions may be originated by the incumbent for the supervisor's review, or the incumbent may be required to provide background material for considering a contractor's request for a deviation or exception.

Factor 4, Complexity

Work assignments involve the inspection of contract construction and maintenance work.

The incumbent is informed of performance expectations by higher level inspector on a frequent basis . Work schedules indicate what is to be done.

The incumbent decides by visual inspections, measurements, or routine tests whether work meets specifications and notifies the contractor's personnel of approval or rejection.

Factor 5, Scope and Effect

The purpose of the work is to assist higher level inspectors in assuring acceptable performance of contracts.

The work affects the timely and adequate performance of contract work for timber sale road and public works projects.

Factor 6, Personal Contacts

Contacts are with contractors' personnel.

Factor 7, Purpose of Contacts

Contacts with contractors' personnel are made to gain information, to explain contract requirements, and to report inspection results.

Factor 8, Physical Demands

The work requires hiking over steep and unstable terrain, standing, bending, crouching, and climbing steep grades while conducting onsite inspections.

Factor 9, Work Environment

Work is frequently performed outdoors where the incumbent is exposed to adverse weather conditions, poison oak, insect bites, etc. Surfaces are typically uneven, steep and/or unstable.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5024	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
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3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
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5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Construction Inspector	GS	809		7	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CONST INSPR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5024

CONSTRUCTION INSPECTOR, GS-809-7

Introduction

The incumbent performs inspection duties for construction projects on a Forest Service unit.

Major Duties

Inspects entire projects of limited size and complexity, such as one or two story concrete or steel buildings with no major mechanical installations or other complicated features, or a road construction project which involves only clearing, grading, and drainage structures, to insure contract compliance.

Interprets drawings and specifications related to construction problems of moderate difficulty; i.e., those having precedent or those without unusal complications. Resolves conflicts between drawings and specifications when the differences do not involve cost or design. Gathers data for contract modifications.

Keeps contract records, and prepares routine reports.

Discusses contract requirements with contractor to ensure mutual understanding, discusses plans for work scheduling and accomplishment with contractor to establish "ground rules," and interviews contractor's personnel to ascertain that labor and safety standards are being maintained.

Factor 1, Knowledge Required by the Position

Practical knowledge of engineering methods and techniques required for inspection of complete projects for contract compliance.

Knowledge of various construction practices, costs, materials, and equipment.

Skill in reading and interpreting moderately complex drawings and specifications, in order to use them in problem solving.

Verbal and written communication skills.

Basic knowledge of math, engineering survey and design, and routine contract recordkeeping and report preparation.

Factor 2, Supervisory Controls

Supervisor assigns work, defines objectives, sets priorities, and discusses unusual contract requirements.

Employee performs work following accepted practices and procedures. Independently maintains frequency and depth of inspections and resolves most problems. Seeks assistance in resolving exceptionally difficult situations or those where design specifications or costs are affected.

Standard inspection methods employed by incumbent are seldom reviewed. Work is reviewed for adequacy and progress, effectiveness in coordination of work, recordkeeping and meeting deadlines.

Factor 3, Guidelines

Guidelines include public works and timber sale contract documents, technical engineering guides, agency manuals and instructions, environmental analysis reports, transportation plans, and standard technical publications and established inspection practices.

Incumbent independently selects, interprets, and applies these guides to specific inspection problems/tasks. Makes minor adjustments, as necessary, to adapt guidelines to specific cases within delegated authorities.

Factor 4, Complexity

Work consists of varying and continuing inspection projects covering different facets of the construction of roads and related facilities.

The inspector operates at the full performance level in conventional construction inspection work and relies on work plans, schedules, and contract terms to set priorities and timeliness.

Although work involves a broad range of inspection functions, problems and decisions relating to those problems typically are based upon established precedents. When decisions are questioned by the contractor, incumbent prepares supporting documentation for supervisor's review and action.

Factor 5, Scope and Effect

The purpose of the work is to administer entire projects of limited scope.

The work affects the timely and adequate performance of contract work for timber sale road and public works projects.

Factor 6, Personal Contacts

Personal contacts typically are with contractors and Forest personnel. They usually occur in a relatively unstructured setting.

Factor 7, Purpose of Contacts

Contacts are made to gain information, to explain contract requirements, and to discuss inspection results.

Factor 8, Physical Demands

The work requires hiking over steep and unstable terrain, standing, bending, crouching, and climbing steep grades while conducting onsite inspections.

Factor 9, Work Environment

Work is frequently performed outdoors where the incumbent is exposed to adverse weather conditions, poison oak, insect bites, etc. Surfaces are typically uneven, steep, and/or unstable.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5023	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Construction Inspector	GS	809		9	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CONST INSPR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5023

CONSTRUCTION INSPECTOR, GS-809-9

Introduction

The incumbent inspects complex construction operations on a Forest Service Unit.

Major Duties

Inspects entire difficult and complex construction projects, such as mountain roads which may include wood or concrete bridges, major culverts, surfacing, buildings with water supply, sewage system and grading under the same contract, or other projects of similar complexity.

Discusses contract requirements and scheduling with contractor to establish ground rules.

Interprets drawings and specifications, explains contract requirements to contractor's personnel, identifies deficiencies, resolve problems and insures correction of deficient or incomplete work. Issues work orders and other contract documents.

Approves adjustments which do not alter design or costs. Enforces contract requirements for safety, environmental protection, labor provisions compliance, etc.

Keeps the project diary, quantity accounts, and other contract records, and prepares periodic payments and cost reports.

Directs and/or inspects staking and restaking.

Performs and/or directs tests of constructions materials.

Recommends contract modifications, prepares drawings and cost estimates, and negotiates terms of proposed changes with contractor's representative.

Prepares "as-built" drawings and final constructions reports for completed projects.

Factor 1, Knowledge Required by the Position

Practical knowledge of a wide range of engineering methods and techniques to assess the appropriateness of methods used by contractors and to recommend, approve, disapprove, or modify techniques.

Extensive knowledge of a wide variety of construction practices, methods, techniques, costs, materials and equipment to evaluate those used in diverse projects such as the examples under duties above.

Skill in verbal and written communication.

Knowledge of math, drafting, engineering survey and design, and of complete contract recordkeeping systems and procedures.

Factor 2, Supervisory Controls

The supervisor assigns contracts to be administered, defines objectives, sets projects priorities, and discuss unique or unprecedented contract requirements.

The inspector plans work based on prework conferences and meetings with the contractor's representatives. The incumbent independently maintains appropriate frequency and depth of inspections and resolves most problems, seeking assistance in exceptionally difficult situations or where design, specification, or costs are affected.

Work is reviewed for adequacy of relations with contractor and others, contract compliance, recordkeeping, and meeting deadlines and objectives.

Factor 3, Guidelines

Guidelines include contract drawings and specifications, public works and timber sale administration handbooks, and Forest Service policy directives.

The employee must use considerable judgment in interpreting complex contract requirements and in making decisions on acceptability of contractor's performance.

Factor 4, Complexity

Assignments involve the inspection of contract construction and maintenance work, keeping of precise contract records, negotiation of contract changes, and issuance of work orders and other contract documents.

Projects inspected are of unusual difficulty and have highly complex construction problems; e.g., sophisticated electrical or mechanical systems, unstable soils, exacting specifications, or multiple contractors with varying abilities.

The incumbent makes work plans and schedules in consultation with contractor's personnel, and independently maintains appropriate frequency and intensity of onsite reviews. Considerable judgment is required in making decisions to approve or reject work and in determining when change orders are needed.

Factor 5, Scope and Effect

The purpose of the work is to administer complete contracts for complex projects, assuring timely and adequate completion.

The quality of completed projects is largely dependent on the expertise of the incumbent in dealing with contractor's personnel to achieve results, and on the incumbent's technical knowledge in the construction field.

Factor 6, Personal Contacts

Contacts are with contractor's supervisory and managerial personnel, the Forest organization, other agencies, and private parties.

Factor 7, Purpose of Contacts

Contacts are to deal with contractor's representatives on project completion and conformance with specifications, and to conduct business with others. Incumbent must maintain good working relationships, and motivate contractors' personnel to produce quality results. Conflicting objectives of the contracting parties may result in resistance to the inspector's requests, requiring skillful negotiations, frequently without supervisory assistance.

Factor 8, Physical Demands

The work requires hiking over steep and unstable terrain, standing, bending, crouching, and climbing steep grades while conducting onsite inspections.

Factor 9, Work Environment

Work is frequently performed outdoors where the incumbent is exposed to adverse weather conditions, poison oak, insect bites, etc. Surfaces are typically uneven, steep and/or unstable.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3004	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N3004

CIVIL ENGINEER, GS-810-5

Introduction

This is a professional engineering trainee position located on a Forest Service unit.

Major Duties

Makes topographic and alignment surveys of selected projects. Uses surveying instruments and directs party members. Prepares field notes.

Assists in preparing topographic and detail maps. Transfers field notes into detailed drawings, develops preliminary trail gradients, prepares design data forms for submission to ADP section, computes project quantities using ADP printouts, transfers these quantities and final gradients to plans.

Makes design calculations and prepares specifications for selected portions of projects for forest development facilities including roads, trails, water and wastewater facilities, buildings, bridges, culverts and other engineering facilities.

Assists in inspecting construction projects for adherence to approved plans and specifications. Determines compliance with respect to dimensions, use of designated materials, progress of work, etc.

Makes preliminary road locations and tests road surfacing material, gathers data for maintenance surveys, participates in inspections, makes boundary line surveys and performs a variety of other duties for work experience and training.

Performs other assignments to broaden knowledge of Forest Service activities in areas such as timber, fire, recreation, wildlife and/or business management.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional civil engineering principles and concepts sufficient to apply standard engineering practices in limited phases of survey, design, construction, and/or maintenance projects.

Skill in expressing thoughts both verbally and in writing is required to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions.

Employee works as instructed and consults with supervisor on matters not specifically covered in the original instructions or guidelines.

Work is reviewed in progress and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific detailed guidelines are provided, including Agency manuals and directives, pertinent laws, or current regulations in all areas of engineering practice.

The incumbent works in strict adherence to the guidelines, consulting the supervisor for authorization for any deviation.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods, designed to orient the trainee in the practical application of policy and basic rules and regulations.

Factors to be considered differ with the subject, phase, or issues involved in each assignment. Alternatives available are few and easily recognizable.

Assignments are typically screened to eliminate difficult or unusual problems but complexity increases as employee progresses.

Factor 5, Scope and Effect

The purpose of the work is to orient the trainee in the practical application of policy, regulations, and engineering methods and practices.

The effect of the work is to facilitate the work of other engineering employees within the unit.

Factor 6, Personal Contacts

Contacts are with employees in various units within the unit.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and direction and reporting on findings.

Factor 8, Physical Demands

Work requires physical exertion, such as walking over rough, uneven or steep surfaces.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as heat or cold weather, etc.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3014	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

Standard Job No. N3014

CIVIL ENGINEER, GS-810-7

Introduction

This is an advanced trainee position in professional engineering, located on a Forest Service unit.

Major Duties

Makes location surveys for roads, bridges and trails generally after route and control point selection by a higher grade engineer. Operates survey equipment such as transit, engineer's level, abney, etc. Makes field surveys, topographic maps and specific locations for such items as water distribution systems, wastewater treatment systems, parking areas, campsites, and other minor structures.

Transfers field notes to drawing paper or supervises this operation. On design projects involving earthwork, the incumbent selects trail gradients; prepares and checks ADP forms for completeness and accuracy: adjusts gradients to obtain most economic balance of earthwork; determines items of work and quantities thereof by standard methods; discusses unit costs with supervisor and prepares cost estimates and completes plans. Makes field review for adequacy and structural soundness of plans and specifications presented to the unit for minor construction on National Forest land by others and makes recommendations to supervisor.

Inspects aspects of contract construction for roads, bridges, buildings and other structures assuring compliance with plans, specifications, and other contract terms and reports findings to supervisor. Makes tests to determine compliance on items such as inplace soil density, concrete and mortar mixes, gradation of aggregate or borrow materials, moisture of soil and aggregate materials, and inplace condition of base and surfacing materials.

Inspects the condition of roads, bridges and other structures to determine maintenance and repair needs. Organizes and analyzes data and recommends plans and schedule of work to accomplish maintenance operations.

Analyzes cost data on force account operations for minor construction activities. Analyzes equipment operation costs to isolate uneconomical and inefficient pieces of equipment as well as to determine where excess costs are due to improper operation by operators. Participates in the study of economic equipment management and use.

Performs other assignments to broaden knowledge of Forest Service activities in areas such as timber, fire, recreation, wildlife, or business management.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional civil engineering principles and concepts sufficient to apply standard engineering practices in limited phases of survey, design, construction, and/or maintenance projects.

Skill in expressing thoughts both verbally and in writing is required to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instrucions as to objectives and procedures to be used along with quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instructions. The employee consults with the supervisor or a higher grade civil engineer on deviations, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

Factor 3, Guidelines

Guidelines include Agency manuals and directives, pertinent laws and regulations in all fields of civil engineering. Guidelines are detailed and usually are directly applicable to the assigned work.

The employee must exercise judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines in specific cases. Situations where existing guidelines are inadequate, or proposed significant deviations, are referred to the supervisor.

Factor 4, Complexity

Assignments consist of varied continuing and special assignments which are designed to provide diversified experience as a foundation for future responsibility.

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Different and unrelated processes and methods are involved. Work requires familiarity and judgment in selecting alternatives from among a number of standard principles, methods and practices, in order to solve relatively limited problems.

Work involves identifying and analyzing various factors and conditions to discern interrelationships and deviations.

Factor 5, Scope and Effect

The purpose is to carry out relatively routine engineering activities, or portions of activities of a broader scope.

Work efforts affect the accuracy, reliability and acceptability of further processes and services, and relieve higher grade engineers of routine work.

Factor 6, Personal Contacts

Contacts are with other employees in various units within the immediate office and related units.

Factor 7, Purpose of Contacts

Contacts are to obtain and exchange information, answer questions. and when necessary, explain well-established policies, procedures, regulatory requirements or standards.

Factor 8, Physical Demands

The work includes field duties requiring long periods of standing and walking, with some hiking and climbing over rough and uneven terrain.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work includes risk of injury from falls, strains, striking against brush and overhanging branches. Also includes occasional exposure to inclement weather such as rain, cold, or heat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5057	4a. FLSA STATUS E (E - EXEMPT; N - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5057

CIVIL ENGINEER GS-810-9

Introduction

Serves as a civil engineer on a Forest Service unit performing a variety of typical engineering duties.

Major Duties

Investigates various routes and locations for proposed roads and trails using aerial photos and topographic maps.

Performs location reconnaissance and flags routes along corridors established by the transportation plan.

Prepares location reports.

Determines most economical design to meet multiple use needs and construction feasibility.

Prepares completed road designs involving drainage structures, base and surfacing analysis, and special structures using basic survey data.

Computes quantities and makes cost estimates based on cost data and knowledge of project, terrain, and climate.

Makes field inspections of problems or questionable areas indicated by field notes to obtain information for clarification. Makes inspections to insure accuracy and suitability of final design.

Supervises inspection of construction operations for compliance with intent of design and specifications; interpret plans and specifications; confers with contractor representatives to resolve differences.

Investigates need for and prepares engineering data for change orders, considering conditions at work site, field measurements and computations, and local prices, sometimes discussing and working out details with contractor personnel.

Serves as Contracting Officers Representative (COR), Engineering Representative (ER), or inspector as assigned.

Observes and investigates construction at all stages to identify problems, take timely action to change designs within delegated authority, or recommend changes to solve problems such as unusual foundation conditions caused by faults, rocks susceptible to solution and landslides, water seepage, behavior of materials, need for treatment of uncovered rock.

Interprets safety regulations, promotes overall safe working conditions and assures that safe practices are followed during projects.

Conducts preliminary site investigations to obtain field data on existing structures, drainage areas, topography, and feasible layout of facilities in relation to terrain.

Develops programs for maintenance of facilities which includes determination of necessity for, feasibility of, and extent of work required; development of project or program proposals to obtain budget approval; preparation of designs or specifications; and accomplishment of repair and modification work.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, and practices in order to carry out standard engineering projects.

Knowledge and understanding of related physical science disciplines such as geology, hydrology, and soils mechanics.

Knowledge of established standards, precedents and methods used in design, transportation planning, survey, road location, construction, and maintenance of engineering roads, structures, and facilities.

Factor 2, Supervisory Controls

Supervisor makes work assignments, advises as to extent of studies and development required, special considerations involved, and results and progress required.

Employee keeps supervisor advised of progress on work and refers more complex or technical problems to supervisor for decision with recommendation for resolving.

Work is subject to review in process and upon completion for technical adequacy, engineering feasibility, and adherence to instructions.

Factor 3, Guidelines

Agency handbooks and manuals contain general guidelines which are not specifically applicable to individual projects.

The engineer independently selects, interprets, and applies standard practices and precedents, modifying and adapting these to meet the requirements of the assignment. The engineer exercises judgment in applying standard engineering practices to new situations and in relating new work situations to precedent ones.

Factor 4, Complexity

The work involves a variety of assignments. Assignments involve analysis and evaluation of project needs to allow the engineer to determine processes, methods and alternatives. This involves use of judgment in the selection evaluation, and application of standard engineering practices to new situations or minor modification of standard techniques to effectively select alternatives to solve engineering problems.

Factor 5, Scope and Effect

The purpose is to complete project work in transportation planning, location, design, construction and maintenance in a profesional and timely manner.

The work affects the economy, efficiency and safety of projects.

Factor 6, Personal Contacts

Contacts are with other engineers or subject matter specialists within the organization. Contacts may also be established with outside contractors and their personnel.

Factor 7, Purpose of Contacts

Purpose is to influence other engineers, subject matter specialists, or others to adopt technical points and methods about which there are conflicts, to negotiate agreement when there are conflicting opinions, and to justify the feasibility and desirability of selected alternative.

Factor 8, Physical Demands

Work involves walking on uneven or steep terrain, long periods of standing, as well as sedentary activities.

Factor 9, Work Environment

Work is performed in the office and in the field. Field work may involve moderate risks, discomforts and exposure to temperature extremes.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			N5089	E E - EXEMPT N - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5089

CIVIL ENGINEER, GS-810-9

Introduction

This position is located on a Forest Service unit. Provides geotechnical expertise, i.e., soil and subsurface evaluations and data to transportation planners and construction and design engineers.

Major Duties

Investigates soil and rock conditions at proposed construction sites using visual observations, drilling, and geophysical methods.

Prepares soil and rock profiles and performs slope and foundation stability studies. Interprets standard test results for aggregate quality and compliance with specifications. After evaluation of alternatives makes recommendation for solution of stability problems.

Uses standard techniques of soil mechanics and foundations engineering to assist in a portion of the overall design of cut and fill slopes, foundations, retaining structures, and subdrainage systems.

Makes minor modifications to specifications to meet special construction needs.

Factor 1, Knowledge Required by the Position

Knowledge of civil engineering principles, concepts, and practices applicable to duties concerned with assessing and advising on soil and subsurface investigations for road studies during preliminary location and design phases and during actual construction.

Familiarity with related disciplines such as hydrology and geology.

Knowledge of engineering construction methods and costs.

Factor 2, Supervisory Controls

Supervisor provides project objectives and general due dates.

Incumbent independently plans for steps and techniques necessary to complete assignments in accordance with established engineering practices and techniques. Keeps supervisor advised on work progress and refers more complex or unusual technical problems to supervisor.

Work is reviewed for technical adequacy and meeting objectives.

Factor 3, Guidelines

Guidelines include Forest Service manuals, handbooks, policies and regulations, engineering standards, established practices, contract plans, and specifications.

Engineer exercises judgment in applying standard engineering practices to new situations and in relating new work situations to precedent ones.

Factor 4, Complexity

The work is usually a phase of a project assigned to a higher graded engineer and involves situations where careful analysis requires either some compromise or evaluation of a number of alternative solutions. Engineer devises methods of attacking problems which arise during subsurface investigations or during construction. Determining possible solutions usually requires creative thinking in the application of standard engineering practice.

Factor 5, Scope and Effect

Purpose of the work is to plan site investigation, to plan testing and analysis of site material, and to evaluate test results to provide site condition information required for design and construction.

The work affects engineering project work on the unit.

Factor 6, Personal Contacts

Personal contacts are with engineers, other specialists, and technical persons within the agency but outside immediate organizational unit.

Factor 7, Purpose of Contacts

Purpose of contacts is to provide technical information to other engineers, requiring explanations and giving additional information. Other contacts are to explain procedures and testing requirements.

Factor 8, Physical Demands

Work requires physical exertion during preliminary and design surveys and construction operations, i.e., walking over rough and uneven or rocky surfaces, bending, climbing, and stooping to get in and out sites.

Factor 9, Work Environment

Field work includes moderate risk associated with being around drilling and construction equipment.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5090	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5090

CIVIL ENGINEER, GS-810-9

Introduction

This position is on a Forest Service unit. Serves as a civil engineer for the design of complete small projects or components of large conventional structural features.

Major Duties

Prepares completed road designs involving drainage structures, base and surfacing analysis, special structures such as bin walls using basic survey data.

Analyzes placement and treatment of earth and rock materials in foundation paving or structures in preparation of design.

Computes quantities and makes cost estimates based on cost data and knowledge of project terrain.

Prepares cost estimates to determine most economical design to meet multiple use needs and construction feasibility.

Develops construction specifications to ensure the proper use of materials and appropriate application of construction processes. Specifications are written to complement and clarify the content and intent of drawings.

Makes on-the-ground investigations to ensure accuracy and suitability of final design prior to submission of plans for approval.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, practices, and techniques in order to design roads, components of bridges, retaining walls, structural pavement sections, etc.

Knowledge of related physical science disciplines such as geology and hydrology in order to analyze placement and treatment of earth and rock materials in foundation pouring of structures.

Knowledge of established design standards, precedents, methods, and techniques sufficient to prepare designs and specifications.

Ability to analyze the properties of materials and subsurface characteristics provided by geologists, soil scientists, and geotechnical engineers to utilize this data during design calculation.

Factor 2, Supervisory Controls

Supervisor assigns work, advises as to extent of studies and development required, anticipates problems, special considerations involved, and results and progress required.

Engineer keeps supervisor advised of progress on work and refers more complex or technical problems to supervisor for determination with recommendation for resolving.

Work is subject to review during progress and upon completion for technical adequacy, engineering feasibility, and adherence to directives and instructions.

Factor 3, Guidelines

Agency manuals and handbooks, technical guides, and design regulations contain general guidelines which are not specifically applicable to individual projects.

The engineer independently selects, interprets, and applies standard literature, practices, and precedents, modifying and adapting these to the assignment. The engineer exercises judgment in applying standard engineering practices to new situations and in relating new work situations to precedent ones.

Factor 4, Complexity

Assignments involve preparation of design criteria for complete small projects or components of complex projects. Each design situation requires an analysis of construction needs, conditions, and costs to determine the appropriate criteria used for the final design plan. This involves application of standard engineering practices to new situations or modification of standard designs to accommodate differing site conditions or available materials. The work can be performed without substantial adaptation of previously performed work.

Factor 5, Scope and Effect

The purpose of the position is to perform engineering design work on roads and related structures, providing analysis and recommendations on the best way of dealing with problems and conditions as they relate to construction of the project.

The work affects the safety, economy, efficiency and effectiveness of such projects.

Factor 6, Personal Contacts

Contacts are with other engineers within the unit who are working on different phases of the same project or on different projects. Contacts may also be established with engineering technicians, architects, landscape architects and other staff specialists.

Factor 7, Purpose of Contacts

Purpose is to influence other engineers or subject matter specialists to adopt technical points and methods about which there are conflicts, to negotiate agreements when there are conflicting opinions and interests, or to justify the feasibility and desirability of design criteria and specifications to management, contractors, and construction representatives.

Factor 8, Physical Demands

The work is mostly sedentary with intermittent periods of standing. There are occasional field visits.

Factor 9, Work Environment

Work is usually performed in an office setting, although there will be field review of projects being designed and occasional visits to projects under construction.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR. CODE
POSITION DESCRIPTION	11			N5119	E 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE	6. REASON FOR SUBMISSION CODE	7. OPM CERTIFICATION NO
0 - NO 1 - NON-CRITICAL 2 - CRITICAL	1. ESTABLISH A NEW PERMANENT POSITION. 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION. 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION. 5 REESTABLISH A PERMANENT POSITION. 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.	8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5119

CIVIL ENGINEER, GS-810-9

Introduction

This position is located on a Forest Service unit. Serves as a civil engineer performing surveillance and control of construction programs.

Major Duties

Plans for and conducts technical phase of pre-bid and preconstruction meetings to clarify contract intent, scope, coverage, and complexities.

Observes and investigates construction at all stages to identify problems, take timely action to change designs within delegated authority, or recommend changes to solve problems such as unusual foundation conditions caused by faults, rocks susceptible to solution and landslides, water seepage, need for treatment of uncovered rock

Supervises inspection of construction operations for compliance with design and specifications; interprets plans and specifications; confers with contractor representatives to resolve differences of opinion.

Investigates need for and prepares engineering data for change orders, considering conditions at work site, field measurements and computations, and local prices, discussing and working out details with contractor personnel, including negotiation of cost of minor changes.

Establishes priorities for inspection and gets tentative schedule of manpower, coordinates with work supervisor and allocation of personnel.

Determines acceptability of equipment used, manner of performance and rate of work progress, and acceptable fulfillment of the technical phases of the contract. Conducts standard and specialized tests of materials, collecting and submitting samples, interpreting results and informing contractor of changes required.

Interprets safety and sanitary regulations, promotes overall safe working conditions and assures that safe practices are followed during the construcion projects.

Serves as COR, ER or inspector as assigned.

Develops programs for maintenance of facilities, including determining need for, feasibility of, and extent of work required; developing project proposals to obtain budget approval; preparing designs or specifications; and accomplishing repair and modification work.

POSITION CLASSIFICATION HANDBOOK

Factor 1, Knowledge Required by the Position

A professional knowledge of theories, principles, practices, and techniques of civil engineering associated with the construction and maintenance of Forest roads and structures.

Knowledge of sampling techniques sufficient to take representative samples of on-site soils, crushed aggregate, stockpiled aggregate, asphalt, concrete, etc. Knowledge of methods of testing materials to perform tests such as sieve analysis, plastic limit, or liquid limit.

Knowledge of contracting regulations, policies, and procedures sufficient to assemble contract packets.

Knowledge of construction techniques and equipment, sufficient to interpret and apply them to contract clauses, plans, and specifications.

Knowledge of safe work practices and hazard analysis.

Factor 2, Supervisory Controls

Supervisor provides project objectives and general due dates. Employee plans and organizes to carry out work assignments.

Incumbent independently plans for steps and techniques necessary to complete assignments in accordance with established engineering practices and techniques. Keeps supervisor advised of progress on work and refers more complex or unusual technical problems to supervisor.

Work is reviewed for technical adequacy and accomplishment of objectives.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, policies, and regulations, engineering standards, technical handbooks, contract plans, and specifications.

Incumbent exercises judgment in applying standard engineering practices to new situations and in relating new work situations to precedent ones.

Factor 4, Complexity

Assignments involve contract preparation surveillance of various construction projects and the maintenance program. The engineer must analyze application of engineering standards to new situations or modification of standard techniques to select alternatives that solve engineering problems.

Projects include a limited number of structures and facilities, construction of which would normally require 1 or 2 years to complete. Structures contain some special features or equipment, requiring specially adapted construction methods and equipment. Operations in an area cover a few kinds of facilities, some of which require extensive treatment to correct site and foundation problems, or present problems in satisfying special "user" requirements with respect to layout and installation of systems and facilities, and finishing operations.

Factor 5, Scope and Effect

The purpose of the work is to insure that construction operations are performed in accordance with plans, standards, specifications, cost, and time limits, and provide an effective maintenance plan.

The employee's work has an impact on the safety, economy, efficiency, and effectiveness of such projects.

Factor 6, Personal Contacts

Contacts are with other engineers in the unit working on different phases of the same project or on differnet projects, construction contractors, contracting officers, and other unit employees.

Factor 7, Purpose of Contacts

Contacts are to influence others to adopt technical points and methods about which there are conflicts, to negotiate agreements when there are conflicting opinions and to justify the feasibility and desirability of constructon and maintenance activities. Contacts with contractors are to assure compliance, resolve problems and negotiate changes.

Factor 8, Physical Demands

Work involves walking, stooping, and standing on steep or uneven terrain for long periods as well as sedentary activities.

Factor 9, Work Environment

Work is performed in the office and in the field where incumbent is exposed to the elements and risks form construciton activity.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2 EMPL OFF CODE	3 POSITION NUMBER	4 STANDARD JOB NUMBER N5121	4a FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5 SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6 REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13 INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	9	04	02	84	Lgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): CIVIL ENGR

15 WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — 4-2-84
Signature — Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and on claims of exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5121

CIVIL ENGINEER, GS-810-9

Introduction

Serves as a civil engineer on a Forest Service Unit responsible for projects involving location, survey, and planning of transportation facilities.

Major Duties

Conducts preliminary site investigations to obtain field data on existing structures, drainage areas, topography, and feasibility layout of facilities, in relation to terrain.

Performs location reconnaissance and flags routes along corridors established by the transportation plan and in conformity with logging system requirements. Prepares location reports. Determines and recommends alternate locations based on designated standards, management resource needs, and preliminary cost estimates.

Uses aerial photos, topographic maps, and knowledge of soil mechanics to investigate various routes for proposed roads and trails.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, and techniques to survey, locate, and plan roads and other projects.

Knowledge and understanding of related physical science disciplines such as logging systems, geology, hydrology, and soils mechanics.

Knowledge of established standards, precedents and methods used in planning and surveying roads.

Skill in analyzing properties of materials and subsurface characteristics provided by geologists, soil scientists, and geotechnical engineers as they relate to road location and planning.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall nature of the expected results.

The incumbent independently plans work in accordance with established engineering practices and techniques. Keeps supervisor advised of progress on work and refers more complex or technical problems to supervisor for determination with recommendation for resolving.

Work is subject to review in progress and upon completion for technical adequacy, engineering feasibility, and adherence to instructions.

Factor 3, Guidelines

Guidelines include Agency handbooks and manuals, technical manuals and literature, and the annual program of work.

The engineer independently selects, interprets, and applies standard guides, modifying and adapting theme to meet work requirements. The engineer exercises judgment in applying standard engineering practices to new situations and in relating new work situations to precedent ones.

Factor 4, Complexity

Assignments involve location, survey, and planning of roads. Analysis of alternative routes is required prior to recommending alternate locations to management. This involves application of standard engineering practices to new situations or modification of standard techniques to select alternatives that solve engineering problems.

Factor 5, Scope and Effect

The purpose of the position is to perform location, survey, and transportation planning on roads.

The employee's work has an impact on the safety, economy, efficiency and effectiveness of such projects.

Factor 6, Personal Contacts

Contacts include other engineers within the unit working on other parts of the project or different projects, and with other unit employees.

Factor 7, Purpose of Contacts

Purpose is to influence others to adopt technical methods about which there are conflicts, negotiate agreements when there are conflicting interests, or justify the feasibility of alternate locations

Factor 8, Physical Demands

Work requires physical exertion such as walking over steep and rough or uneven terrain and considerable walking, bending, climbing.

Factor 9, Work Environment

Work is in the office and the field. Field work involves risks from overhanging branches, uneven footing and hot and cold temperature.

46--776

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5091	E	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES) 1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH
23. POSITION NUMBER
24. PAY PLAN
25. OCCUP. SERIES CODE FUNCT.
26. GRADE
27. EMPLOYING OFFICE CODE
28. AGENCY CODE
29. DUTY STATION STATE CODE CITY CODE COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5091

CIVIL ENGINEER, GS-810-11

Introduction

Serves as a civil engineer on a Forest Service unit performing a variety of duties requiring professional engineering expertise.

Major Duties

Provides professional engineering input into the interdisciplinary planning process for timber sales, oil and gas activities, and other resource development activities involving engineering projects.

Performs conventional designs which require professional engineering skills including all phases of road design, small bridges, retaining walls, major drainage structures or other comparable structures. Evaluates design objectives, identifies economic and efficient procedures and develops design, coordinating with other engineers to ensure that all technical areas are covered. Prepares or supervises preparation of special design specifications, cost estimates, and complete design package.

Prepares or reviews Environmental Analysis, Environmental Impact Statements, and special reports with regard to engineering.

Using aerial photographs, topographic and geological maps, knowledge of soil mechanics, and on-the-ground reconnaissance, plans transportation systems on large areas of land. Analyzes existing routes for suitability of various road or trail management alternatives. Reviews on-the-ground feasibility layout of transportation planning and reviews and certifies adequacy of all road locations made.

Is responsible for contract compliance on assigned projects. Reviews proposed construction changes and modifications, recommending major changes to superior. Supervises inspections of all road construction work, periodically making personal inspections. Interprets Agency policy and contracts for contractor, and resolves problems relating to plans, specifications, materials, reports, etc.

Reviews plans and specifications to determine construction practicability and recommends modifications to improve utility, quality, and appearance. Serves as Engineering Representative (ER) or Contracting Officer's Representative (COR) providing technical advice, recommendations and suitable alternatives to the Contracting Officer and Forest officials. Confers with contractors representatives about improvement or adoption of construction practices and procedures.

Develops programs for maintenance of facilities with responsibility for a broad range of actions, including determination of necessity for, feasibility of, and extent of work required; development of project or program proposals to obtain budget approval; preparation of design or specific actions, and accomplishment of repair and modification work.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, practices to carry out a variety of complete engineering projects.

Knowledge of aerial photography and interpretation techniques as they relate to transportation planning to identify road location control points.

Knowledge and skill of design principles and techniques sufficient to design bridges, major drainage structures, retaining walls, water and sewage systems, foundations, and roads.

Knowledge of construction practices, methods, techniques, costs, materials, and equipment.

Knowledge of safety regulations, potential hazards and precautions sufficient to enable the engineer to advise contractor and others on safety matters and to make decisions about safety conditions.

Factor 2, Supervisory Controls

Supervisor assigns work in the form of individual projects, including overall responsibility and authority.

The employee independently plans own work, coordinates with other engineers and subject matter specialists, resolves problems and carries assignments through to completion.

Work is accepted as technically accurate but is reviewed in terms of feasibility, compatibility with other work, or effectiveness in achieving objectives.

Factor 3, Guidelines

Guidelines include various Agency standards, engineering manuals, technical journals, Agency regulations, and plans and specifications.

Engineer uses initiative and judgment in selecting, adopting and applying pertinent guidelines. Alternative approaches or solutions may require substantial adaptation of standardized guides and criteria.

Factor 4, Complexity

Assignments involve a variety of design, transportation planning, and costruction projects of differing requirements. Assignments are of a conventional nature with a general indication of expected results. The incumbent must identify the limits of the problems involved, the kinds of data needed, and the criteria and techniques to be applied in accomplishing the work. The combination of complex features in assignments generally involves the application of standard engineering practices to new situations, relating new work situations to precedent ones, and modifying or adapting standard guidelines. The engineer recognizes possible new directions of approach and revises or refines techniques and methods for obtaining effective results.

Factor 5, Scope and Effect

The engineer is technically responsible for complete design, construction, transportation planning and/or maintenance projects which will be safe, functionally effective activities.

The work affects the timely and satisfactory accomplishment of engineering project work on the unit.

Factor 6, Personal Contacts

Contacts are with engineers, architects, geologists, technicians, and other staff specialists within the unit, contractors, and occasionally engineers from other organizations.

Factor 7, Purpose of Contacts

Contacts are to obtain and provide information, resolve specific design, construction and transportation planning problems, and develop data on which to base recommendations and decisions. Contacts may be made to persuade and influence others when there are conflicting interests and opinions about technical alternatives.

Factor 8, Physical Demands

Work is both sedentary and physically strenuous. Work may require long periods of standing, walking on rough terrain and climbing steep slopes.

Factor 9, Work Environment

Work is performed in the office and field. Field work involves exposure to dust, extreme temperatures, hazards of construction activity, and risks from overhanging branches and walking on steep, uneven terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5027	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5027

CIVIL ENGINEER, GS-810-11

Introduction

This position serves as civil engineer on a Forest Service unit. Provides geotechnical expertise; i.e., soil and subsurface information and evaluations, to transportation planners, construction engineers, and design engineers.

Major Duties

Conducts investigations of soil and rock conditions at proposed construction sites using visual observations, drilling, and geophysical methods.

Prepares soil and rock profiles and performs slope and foundation stability studies. Interprets standard test results for aggregate quality and compliance with specifications. After evaluation of alternatives, makes recommendations for solution of stability problems.

Uses standard techniques of soil mechanics and foundation engineering to assist in a portion of the overall design of cut and fill slopes, foundations, retaining structures, and subdrainage systems.

Makes minor modifications to specifications to meet special construction needs.

Factor 1, Knowledge Required by the Position

Knowledge of civil engineering principles, concepts and practices applicable to the full range of duties concerned with assessing and advising on soil and subsurface investigations for road studies during preliminary location and design phases and during actual construction. Duties require practical expertise in subsurface investigations, aerial photography, soil sampling, field and laboratory testing, and instrumentation for soils and foundations.

Knowledge of earth, slope stability, and instrumentation available to test and analyze earth or rock movement and make determinations of causes, amount of movement, cost, and effectiveness of methods to stop or relieve movement.

Knowledge of fundamentals of structural engineering to enable the engineer to investigate and analyze site conditions and develop foundation requirements for bridges, dams, buildings, and road related structures.

Knowledge of related physical science disciplines such as geology and soils in order to perform subsurface investigation and evaluate soil and conditions which will require special treatment.

Knowledge of engineering construction methods and costs to develop comparative cost estimates and evaluate alternate techniques.

Factor 2, Supervisory Controls

Assignments are given in terms of general objectives to be obtained, and the engineer is expected to plan and carry out such assignments.

Most assignments are carried out with little direct supervision, and only in instances of the most complex or controversial problems will there be a need for guidance or assistance from the supervisor. The supervisor is kept informed of potentially controversial matters or projects with far-reaching implications.

Completed work is reviewed for effectiveness in meeting requirements or expected results, and for the attainment of assigned objectives. Reports and recommendations are accepted as technically accurate.

Factor 3, Guidelines

Guides are agency policy, design and construction standards and specifications, current professional literature and practices, internal agency direction, and text books. These guides are generally applicable to the work but must be modified to meet requirements of specific situations.

Performs in-depth analyses and evaluations of alternatives to arrive at problem solutions which involve significant modification or adaptation of or compromise with practices, guides, precedents, methods and techniques. The engineer is responsible for developing the progressive design improvements utilizing local materials and incorporating and applying new knowledge, techniques and methods.

Factor 4, Complexity

The work requires devising methods of attacking problems which arise during subsurface investigations or during construction, and determining criteria and procedures for analytical studies of soil, rock and materials from among a wide variety of possible tests and evaluations needed for accurate assessment of subsurface conditions and pavement behavior.

Assignments typically present situations where careful analysis requires either some compromise of the evaluation or a number of alternate solutions.

The discovery or determination of the best possible solution usually requires creative thinking in the application of standard engineering practices, or sometimes requires substantial adaptation of standarized criteria.

Factor 5, Scope and Effect

Purpose of the position is to plan site investigation programs, to plan testing and analysis of site material and to evaluate test results to provide site condition information required for design and construction of roads, bridges, and various other structures and facilities.

Foundation analysis information developed by the engineer will be used as the basis for structural design making adequate substructure information necessary to assure success and safety of the structure.

Factor 6, Personal Contacts

Personal contacts are with engineers, other specialists, and technical persons within the agency but outside the immediate organization. People contacted are engaged in related efforts and contacts are moderately structured.

Factor 7, Purpose of Contacts

Purpose of contacts is to provide technical information to other engineers who are essentially receptive, but who may require explanation and additional information. Other contacts, with technicians gathering soils samples and performing laboratory tests, are to provide guidance and explanation of procedures and testing requirements.

Factor 8, Physical Demands

Work requires regular and recurring physical exertion during preliminary and design surveys and construction operations, i.e., walking over rough and uneven or rocky surfaces, and considerable bending, climbing and stooping to get in and out of sites to collect samples and make site evaluations.

Factor 9, Work Environment

Work involves on a regular and recurring basis moderate risks associated with being around drilling equipment during site sample collection and around construction equipment during construction.

46--785

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5028	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-78)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5028

CIVIL ENGINEER, GS-810-11

Introduction

This position serves as a civil engineer on a Forest Service unit with responsibility for the design of complete projects and large structural features.

Major Duties

Performs conventional designs which require professional engineering skills including all phases of road design, small bridges, retaining walls, major drainage structures, or other related structures.

Evaluates design objectives in accordance with the environmental analysis, identifies economic and efficient procedures and performs inhouse design, coordinating with other engineers to ensure that all technical areas are covered.

Makes investigations and evaluates survey data for land uses, access roads, pavements, and drainage structures.

Prepares or supervises preparation of special project specifications, cost estimates, and completed design package.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, and practices sufficient to perform the full range of engineering design work.

Knowledge of design principles and techniques sufficient to design bridges, major drainage structures, retaining walls, foundations, water and sewage systems, and roads.

Familiarity with related physical sciences such as hydrology and geology.

Factor 2, Supervisory Controls

Supervisor makes initial assignments in the form of individual projects, or assigns area of responsibility and authority.

The employee independently plans own work, coordinates with other engineers and subject-matter specialists, resolves problems, and carries assignments through to completion.

Work is accepted as technically accurate, and is reviewed in terms of feasibility, compatibility with other work, or accomplishment of objectives.

Factor 3, Guidelines

Guidelines include Agency design standards, engineering manuals, technical journals, Agency regulations, and plans and specifications from previous design projects.

Engineer uses initiative and judgment in selecting, adapting, and applying pertinent guidelines. Alternative approaches or solutions sometimes require substantial adaptation of standardized guides and criteria.

Factor 4, Complexity

Assignments involve a variety of design projects of differing requirements.

The combination of complex features in assignments generally involves the application of standard engineering practices to new situations, relating new work situations to precedent ones, and modification or adaptation of standard guidelines.

The engineer recognizes possible new directions of approach and revises or refines techniques and methods for obtaining effective results.

Factor 5, Scope and Effect

The purpose of the work is to provide structures and roads or modifications of designs for existing structures and roads which will be safe, functionally effective, and economical.

Efforts affect the work of others involved in design and construction.

Factor 6, Personal Contacts

Contacts are with engineers, architects, engineering technicians, and various staff specialists within the unit and occasionally engineers from other organizations.

Factor 7, Purpose of Contacts

Contacts are made to obtain and provide information, to resolve specific design problems, and to develop data on which to base recommendations and decisions. Contacts may be made to persuade and influence others when there are conflicting interests and opinions about technical alternatives.

Factor 8, Physical Demands

Work is principally sedentary with intermittent periods of standing. There will be some walking involved in field investigations.

Factor 9, Work Environment

Work is generally performed in an office setting. Occasionally there may be an assignment in a field setting where the engineer will be exposed to extreme weather conditions and moderate risk.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5029	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5029

CIVIL ENGINEER, GS-810-11

Introduction

Serves as a civil engineer on a Forest Service Unit for construction of projects such as bridges, retaining walls, drainage structures, reinforced concrete structures, pavements, and forest roads, and the maintenance of forest roads and facilities.

Major Duties

Reviews plans and specifications to determine practicability within the scope of the environmental analysis and designs presentations from a construction viewpoint. Recommends modifications to plans and specifications to improve utility, quality, appropriateness, and appearance of construction.

Serves as Engineering Representative (ER) or as Contracting Officer's Representative (COR) providing professional engineering expertise, technical advice, recommendations, and suitable alternatives to the Contracting Officer and Forest officials. Confers with contractors' representatives about improvement or adoption of construction practices and procedures necessary to produce a satisfactory finished project.

Is responsible for contract compliance on all assigned projects. Reviews all proposed construction changes and modifications, recommending major changes to superior. Supervises the inspection of construction work, periodically making personal inspections. Interprets Agency policy and contracts for contractor, and resolves problems relating to plans, specifications, materials, reports, etc. In case of defective workmanship or noncompliance with contract, initiates action to withhold payment.

Ensures that construction staking is in accordance with the drawings and adjusted to fit field conditions.

Investigates need for and prepares engineering data for change orders, considering conditions at work site, field measurements and computations, and local prices.

Maintains current quantity computations, records of work performed, and prepares monthly progress payments.

Informs contractor of requirements concerning construction scheduling, safety and sanitary measures, progress reporting, wage and hour laws observance, labor relations, and payroll records.

Develops programs for maintenance of facilities with responsibility for a broad range of actions, including determination of necessity for, feasibility of, and extent of work required; development of project proposals to obtain budget approval; preparation of designs or specifications; and accomplishment of repair and modification work.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering concepts, principles, and practices applicable to a major construction job.

Knowledge of construction practices, methods, techniques, costs, materials, and equipment.

Knowledge of soils and materials testing equipment and methods sufficient to determine acceptable tolerances of materials and to review test results.

Knowledge of safety regulations, potential hazards, and precautions sufficient to advise the contractor on all safety matters and to make decisions about safety conditions even to the extent of stopping construction if necessary.

Factor 2, Supervisory Controls

Work is assigned in terms of projects, and objectives to be accomplished.

Duties are performed independently, without direct supervision.

Technical decisions made at the site are generally not subject to review, other than after the fact to insure they conform with policy and regulations. The work is accepted as technically correct.

Factor 3, Guidelines

Available guides include agency standards and regulations, engineering manuals and technical journals, and precedents or practices based on previous work.

Selection and adaptation of the proper guideline for the given situation requires experienced professional judgment. Guidelines are not always completely applicable, and the relationship of past practices to site or material problems at hand are not always obvious. Due to the varied characteristics of soil, subsurface material and pavement standards the engineer uses ingenuity in adapting guidelines.

Factor 4, Complexity

Serves as civil engineer in charge of construction projects where a variety of types of construction problems are encountered and solved.

Projects include a limited number of structures and facilities, construction of which would normally require 1 or 2 years to complete. Structures contain some "custom-built" features or specialized equipment, requiring specially adapted construction methods and equipment. Operations in an area cover a few kinds of facilities, some of which require extensive treatment to correct site and foundation problems, or present problems in satisfying special "user" requirements with respect to layout and installation of systems and facilities, and finishing operations.

Projects involve a number of interrelated work features which present a variety of engineering problems the solution of which require consideration of several alternative courses of action. The incumbent is relied upon for determining the extent and kind of investigation necessary for all but the most unusual problems and for the technical feasibility of solutions.

Factor 5, Scope and Effect

The work involves the construction of facilities and roads, which will be safe, functionally effective economical.

The work of the incumbent affects the completion of construction projects to meet prearranged time schedules and predetermined standards.

Factor 6, Personal Contacts

Contacts are with contractor representatives and other engineers and subject matter specialist within the agency.

Factor 7, Purpose of Contacts

Contacts with contractor personnel are for interpreting plans and specifications, outlining work, explaining acceptable work methods, and discussing need for contract changes. Other contacts are to provide information and give technical advice and assistance in resolving problems.

Factor 8, Physical Demands

Work requires regular and recurring physical exertion such as long periods of standing and walking over rough, uneven ground. Inspections of sites requires bending and climbing and crouching.

Factor 9, Work Environment

Construction site environment requires safety precautions such as hard hat and hard toed boots. Engineer on a regular and recurring basis works around, and is subject to injury by, construction machinery.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			N5030	E 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Civil Engineer	GS	810	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CIVIL ENGR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5030

CIVIL ENGINEER, GS-810-11

Introduction

Serves as a civil engineer on a Forest Service Unit with responsibility for planning of transportation systems. Assignments cover work projects that involve all aspects of a complete transportation plan.

Major Duties

Develops an integrated transportation system plan for an area or drainage by using aerial photographs, topographic and geologic maps, on-the-ground reconnaissance, as well as a knowledge of soil mechanics.

Locates and verifies planning objectives for proposed roads including analysis of resource, protection and activity management plans as they relate to transportation systems.

Prepares or reviews environmental analysis, Environmental Impact Statements, and special reports with regard to transportation engineering.

Provides engineering input into the interdisciplinary planning process for timber sales, oil and gas activities, and other resource development activities involving road construction. Serves as a member of ID teams.

Analyzes existing routes for suitability of various road or trail management alternatives.

Reviews on-the-ground feasibility layout of transportation planning and is responsible for review and certification of adequacy of all road locations made.

Factor 1, Knowledge Required by the Position

Knowledge of professional civil engineering principles, practice, and concepts sufficient to plan, develop, maintain and operate transportation systems.

Knowledge of laws, regulations, and policies that affect transportation systems planning.

Knowledge of related disciplines such as geology, hydrology, and soils in order to analyze and evaluate alternatives for use in transportation planning.

Knowledge of analysis techniques, methods, and reporting requirements to document transportation planning.

Knowledge of engineering economic analysis principles and processes to evaluate identified alternatives.

Skill in interpreting aerial photographs to identify road location contol points.

Factor 2, Supervisory Controls

Supervisor makes initial assignments in the form of individual projects or assigns area of responsibility and authority.

The employee independently plans own work, coordinates with other engineers and subject-matter specialists, resolves problems, and carries assignments through to completion.

Work is accepted as technically accurate, but is reviewed in terms of feasibility, compatibility with other work, or accomplishment of objectives.

Factor 3, Guidelines

Guidelines include Agency standards, engineering manuals, technical jourals, Agency regulations, and plans and specifications for previous projects.

Initiative and judgment are required in selecting, adapting, and applying pertinent guidelines. Alternative approaches or solutions sometimes require substantial adaptation of standardized guides and criteria.

Factor 4, Complexity

Assignments involve a variety of transportation planning projects of differing requirements.

The combination of complex features in assignments generally involves the application of standard engineering practices to new situations and relating new work situations to precedent ones, and in addition, the modification or adaptation of standard guidelines.

The engineer recognizes possible new directions of approach and revises or refines techniques and methods for obtaining effective results.

Factor 5, Scope and Effect

The purpose of the work is to develop transportation systems which will be safe, functionally effective, and economical.

Work efforts affect the work of others involved in design and construction.

Factor 6, Personal Contacts

Contacts are with engineers, architects, engineering technicians and various staff specialists within the organization and occasionally engineers from other organizations.

Factor 7, Purpose of Contacts

Contacts are made to obtain and provide information, resolve specific transportation planning problems, and develop data on which to base recommendations and decisions. Contacts may be made to persuade and influence others when there are conflicting interests and opinions about alternatives.

Factor 8, Physical Contacts

Work requires regular and recurring physical exertion which involves long periods of standing and walking over steep or rough uneven ground.

Factor 9, Work Environment

Work is performed in the office and field. Field work involves exposures to extreme weather and risks due to walking over unever or steep terrain and through overhanging branches.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE
	11			N3001	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Surveying Aid	GS	817		2	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SURVYG AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor Date

Typed Name: and Title:

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Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N3001

SURVEYING AID, GS-817-2

Introduction

This position is established in a Forest Service unit to serve as a trainee member of a survey crew.

Major Duties

Receives training in the basic elements of surveying.

Performs a vaiety of simple, repetitive tasks; for example, holds a rod or chain at designed points. Records data called out by others.

Cuts brush and small trees which obstruct line of sight.

Makes simple arithmetic calculations such as tallying number of chains.

Reads and reports tape measurements.

Follows safety procedures affecting own tasks and those of others.

Factor 1, Knowledge Required by the Position

Knowledge of commonly used terminology of the job in order to understand and follow instructions.

Knowledge of simple work methods in order to hold and move rod or chain when directed and record notes.

Knowledge of basic hand power tool operations, such as machete, axes, and chainsaws in order to clear survey lines.

Knowledge of basic arithmetic to do simple calculations.

Knowledge of accepted safety practices to prevent injury.

Factor 2, Supervisory Controls

Assignments are made by party chief with specific instructions on the work to be done and the methods to use.

Employee independently performs repetitive tasks. Detailed instructions, demonstrations, and progress checks are provided for new assignments.

Routine work receives progressively less review until only spot checks are required. New or unusual assignments receive close review for quality and quantity.

Factor 3, Guidelines

Guidelines include established procedures and specific verbal and written instructions from party chief.

Guidelines are fully applicable and require little or no interpretation.

Factor 4, Complexity

Work consist of a few simple repetitive tasks, such as holding rod and chain.

All assignments are specific as to what and how work should be done,

Work is carried out as directed.

Factor 5, Scope and Effect

The purpose is to collect and record survey data, and the duties provide a learning situation.

The work affects the efficiency and accuracy of the survey project.

Factor 6, Personal Contacts

Contacts are with other members of the survey crew.

Factor 7, Purpose of Contacts

Contacts are made to exchange easily understood information and answer questions about assigned work.

Factor 8, Physical Demands

The position requires strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3002	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10 OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Surveying Aid	GS	817		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SURVYG AID

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

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POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N3002

SURVEYING AID, GS-817-3

Introduction

This position is established in a Forest Service unit to serve as a member of a survey crew.

Major Duties

Holds rod, selecting measuring or turning points in consideration of terrain and demands of the type of survey.

As head chainperson, selects measuring points, taking into consideration terrain on surveys of a third or fourth order of accuracy.

Measures slope with clinometer; levels chain and pulls to proper tension.

Cuts brush and small trees which obstruct line of sight.

Computes level and topographical data.

Follows safety practices affecting own tasks and those of others

Factor 1, Knowledge Required by the Position

Knowledge of the application of established and repetitive surveying methods and practices to perform surveying assignments.

Knowledge of the use of tools and instruments such as hand and abney levels, clinometer, plumb bob, compass, chainsaw, and surveyor's chain to make measurements and align related equipment based on terrain features.

Knowledge of simple arithmetic and basic geometry to make survey computations from collected data.

Factor 2, Supervisory Controls

Routine assignments are made by the party chief with instructions on work methods and procedures. Specific detailed instructions are provided on a step-by-step basis for new and different work.

Routine work is checked occasionally to determine quanitity and quality, but employee is expected to work on own initiative.

Unfamiliar assignments are checked in progress or upon completion.

Factor 3, Guidelines

Guidelines include established surveying procedures, engineering tables and charts, and verbal and written instructions from the party chief.

Little interpretation is required and decisions on procedures to use are usually obvious.

Factor 4, Complexity

Work consists of a few related tasks such as rod and chain work which require an understanding of technical surveying methods and practices.

Assignments are limited to projects where work to be done is easily identified by employee.

Action to be taken is dictated by the type of survey or instruction from the supervisor.

Factor 5, Scope and Effect

The work supports the durties of higher grade surveying personnel in the collection and recording of survey data.

The work has an impact on the efficiency and accuracy of the project.

Factor 6, Personal Contacts

Contacts are with coworkers on the survey crew.

Factor 7, Purpose of Contacts

Contacts are to provide information and answer questions about work.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind or dust may be encountered. The work requires the use of safety equipment such as boots and hardhats.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3003	4a FLSA STATUS N (0 - EXEMPT 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
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2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Surveying Technician	GS	817		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) SURVYG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

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Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N3003

SURVEYING TECHNICIAN, GS-817-4

Introduction

This position is established in a Forest Service unit to serve as a skilled member of a survey crew.

Major Duties

Conducts simple traverse surveys using manual instruments including compass and chain.

Measures area using rod, chain, and hand levels to make estimates of distances.

Records and calculates surveying data recognizing inconsistencies requiring supplemental information.

Records data and makes sketches of topography and other physical features.

In a training capacity, learns to use transit, theodolites, electronic distance measuring systems (EDM) and/or other instruments.

Factor 1, Knowledge Required by the Position

Knowledge of the methods, techniques, and principles, of surveying and a knowledge of terminology to be able to perform surveying work.

Knowledge of tools and instruments such as rod, chain, level, and compass, as well as calculators, to collect data and to recognize inconsistencies.

Knowledge of established surveying methods, techniques, and practices to make and record measurements.

Knowledge of accepted safety practices to prevent injury.

Factor 2, Supervisory Controls

Routine assignments are made by the work supervisor in terms objectives to be achieved without explicit instruction on work methods. Explicit instructions are provided for unfamiliar work.

The incumbent is expected to resolve routine problems on the basis of past experience without reference to the supervisor.

Routine work is reviewed for adherence to instruction and technical adequacy upon completion. Nonroutine assignments are reviewed in progress.

Factor 3, Guidelines

Guidelines include established surveying procedures, engineering tables and charts, and verbal and written instructions form the party chief.

Employee uses judgment in applying guides in well-defined situations. Variations in work procedures must be approved by the supervisor.

Factor 4, Complexity

The work requires use of standardized but varied surveying methods, such as making measurements and operating equipment for recording measurements.

Identifies instruments and procedures to use, and what needs to be done depending on the type of survey being performed.

Party chief directs work when on a crew but incumbent operates independently when conducting simple surveys.

Factor 5, Scope and Effect

The purpose of the work is to collect and record survey data.

The accuracy of the technical work supports higher level surveyors and engineers by providing factual ground data on which decisions are based.

Factor 6, Personal Contacts

Personal contacts are with coworkers within the immediate organization or crew.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain, clarify, or give facts and information directly related to assignments.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a forest environment where the terrain may be steep, uneven, rocky and covered with thick tangled vegetation. Climate ranges from extremely dry to wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment such as boots and a hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5022	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Surveying Technician	GS	817		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): SURVYG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5022

SURVEYING TECHNICIAN, GS-817-5

Introduction

This position is established in a Forest Service unit. The incumbent carryies out a variety of surveying assignments associated with the Forest's engineering and cadastral surveying work.

Major Duties

Conducts simple traverse surveys using manual instruments including compass and chain.

Searches, evaluates, and monuments public land corners.

Records and calculates surveying data recognizing inconsistencies requiring supplemental information.

Records data and makes sketches of topography and other physical features.

Uses transit, theodolites, electronic distance measuring systems (EDM) and/or other instruments in the establishment of rights-of-way and land lines.

May conduct p-line surveys or assist with road location or road design.

May provide leadership and training for lower grade crew members as necessary.

Factor 1, Knowledge Required by the Position

Knowledge of the methods, techniques, principles, and terminology of surveying to complete assignments.

Knowledge of the use and operating principles of theodolites, transits, levels, and electronic distance measuring devices. Must be knowledgeable of the techniques and field procedures for completing limited traverse closures, level circuits, and preliminary as well as final road alignment surveys.

Knowledge of recording procedures, basis mathematics, simple geometry, and use of calculator to record and/or calculate and manipulate data.

Factor 2, Supervisory Controls

The supervisor is a higher grade professional or technician who makes work assignment by objectives, without explicit instructions as to work methods.

Incumbent is expected to independently solve technical problems, but may request supervisor's assistance in unusual situations.

Completed work is spot checked.

Factor 3, Guidelines

Guidelines include state land surveying statutes, agency regulations and directives, surveying manuals and handbooks, and project work plans for the Forest's surveying priorities.

The incumbent must select and apply appropriate technical guidelines as well as establish techniques in completing various surveying assignments.

Factor 4, Complexity

The work requires use of standardized but various surveying methods, such as making measurements and operating equipment for recording measurements.

Identifies instruments and procedures to use and what needs to be done depending on the type of survey being performed.

The employee interprets and examines field situations, making minor adjustments of methods and approaches based on special needs of each area.

Factor 5, Scope and Effect

The purpose of the position is to provide skilled technical support to the various surveying activities required by the Forest.

The accuracy, reliability and efficiency of the work affects the outcome of the Forest's engineering and cadastral surveying project.

Factor 6, Personal Contacts

Contacts are with professional engineers and resource specialists, higher grade technicians, fellow crew members, private landowners, and contractors.

Factor 7, Purpose of Contacts

Contacts are to receive and discuss surveying assignments, provide instructions to lower grade crew members, discuss the work sequences of assigned projects, and to obtain trespass permission when the need arises.

Factor 8, Physical Demands

Requires frequent physical exertion including extended periods of foot travel over steep, rocky terrain as well as heavily forested areas.

Factor 9, Work Environment

Works primarily in a field envirnment and occasionally in an office setting. Field assignments frequently involve exposure to adverse weather conditions, extremes in temperature, and hazards associated with foot travel over steep brushy terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5021	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Lead Surveying Technician	GS	817		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LEAD SURVYG TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5021

LEAD SURVEYING TECHNICIAN, GS-817-5

Introduction

This position is established in a Forest Service Unit. The incumbent leads a crew in carrying out a variety of surveying assignments associated with the Forest's engineering and cadastral surveying work.

Major Duties

The incumbent is responsible for ensuring that the work assignments of at least three GS-817-2/3/4 Surveying Aid/Technicians in the unit are carried out by performing duties such as instructing employees in specific tasks and job techniques; giving on-the-job training to new employees; distributing work among employees; ensuring timely accomplishment of the assigned tasks; obtaining assistance from supervisor on difficult problems; making reports on work accomplishments; rejecting work that does not meet established standards; ensuring that work is done safely; approving minor or emergency leave as required; resolving simple informal complaints of employees; reporting on performance of employees; and suggesting awards, reassignments, etc.

Conducts simple traverse surveys using manual instruments including compass and chain.

Searches, evaluates, and monuments public land corners.

Records and calculates surveying data recognizing inconsistencies requiring supplemental information.

Records data and makes sketches of topography and other physical features and proportions.

Uses transit, theodolites, electronic distance measuring systems (EDM) and/or other instruments in the establishment of rights-of-way and land lines.

May conduct p-line surveys or assist with road location or road design.

Factor 1, Knowledge Required by the Position

Knowledge of the methods, techniques, principles, and terminology of surveying to complete assignments.

Knowledge of the use and operating principles of theodolites, transits, levels, and electronic distance measuring devices. Must be knowledgeable of the techniques and field procedures for completing limited traverse closures, level circuits, and preliminary as well as final road alignment surveys.

Knowledge of recording procedures, basis mathematics, simple geometry, and use of calculator to record and/or calculate and manipulate data.

Ability to communicate orally and in writing to train other crew members, and communicate work assignments, and record and make technical reports.

Factor 2, Supervisory Controls

The supervisor is a higher grade professional or technician who makes work assignment by objectives, without explicit instructions as to work methods.

Incumbent is expected to independently solve technical problems, but may request supervisor's assistance in unusual situations.

Completed work is spot checked.

Factor 3, Guidelines

Guidelines include state land surveying statues, agency regulations and directives, surveying manuals and handbooks, and project work plans for the Forest's surveying priorities.

The incumbent must select and apply appropriate technical guidelines as well as establish techniques in completing various surveying assignments.

Factor 4, Complexity

The work requires use of standardized but varied surveying methods, such as making measurements, operating survey equipment, and performing recording assignments.

Identifies instruments and procedures to use and what needs to be done depending on the type of survey being performed.

The employee interprets and examines field situations, making minor adjustments of methods and approaches based on special needs of each area.

Factor 5, Scope and Effect

The purpose of the position is to provide skilled technical support to the various surveying activities required by the Forest and to train less skilled lower graded employee in surveying methods and practices.

The accuracy, reliability, and efficiency of the work affects the outcome of the Forest's engineering and cadastral surveying project.

Factor 6, Personal Contacts

Contacts are with professional engineers and resource specialists, higher grade technicians, fellow crew members, private landowners, and contractors.

Factor 7, Purpose of Contacts

Contacts are to receive and discuss surveying assignments, provide instructions to lower grade crew members, discuss the work sequences of assigned projects, and to obtain trespass permission when the need arises.

Factor 8, Physical Demands

Requires frequent physical exertion including extended periods of foot travel over steep, rocky terrain as well as heavily forested areas.

Factor 9, Work Environment

Works primarily in a field environment and occasionally in an office setting. Field assignments frequently involve exposure to adverse weather conditions, extremes in temperature, and hazards associated with foot travel over steep brushy terrain.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3011	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Civil Engineering)	GS	899		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (CIVIL ENGRG)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg   4-2-84

Signature   Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N3011

STUDENT TRAINEE (Civil Engineering), GS-899-3

Introduction

This position is located on a Forest Service unit. The pupose of the position is to serve as a student trainee in civil engineering under a cooperative education agreement with a college or university.

Major Duties

Trains by working with professional engineers in performing technical and basic professional duties pertaining to engineering activities on the Forest which include all or most of the following:

Moves chains and rods on a survey crew gathering field data for design or for construction staking of projects. Learns survey methods and procedures used for planning, design, and construction of Forest facilities.

Assists construction inspectors in gathering routine data and information on materials and methods used in the construction of Forest facilities.

Assists in performing tests on construction materials by making simple, routine tests or recording data.

Factor 1, Knowledge Required by the Position

Completion of one full academic year of study.

Knowledge of routine, but detailed engineering practices and terminology to perform simple procedures.

Skill in understanding instructions to profit from training assignments.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade professional who gives complete, explicit instructions, including work methods and procedures.

Recurring work is performed independently without specific instruction. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guidelines in the form of Forest Service handbooks, detailed user manuals established for specific application, and oral guides are available and are provided to the incumbent.

The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor. As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments are in the form of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The purpose of the work is to provide the student with work experience in a professional field and to bebefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

Factor 6, Personal Contacts

Contacts are with other professional and technical employees within the unit.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise and to provide knowledge of related project work through a close working relationship. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep, and/or rocky surfaces with recurring stooping, reaching, bending, or similar activities.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, heat or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3012	4a FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5 REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9 AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Civil Engineering)	GS	899		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (CIVIL ENGRG)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U S Code in conformance with standards published by the Office of Personnel Management or if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a Employee (optional)						
b Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-76)

Agency Copy

Standard Job No. N3012

STUDENT TRAINEE (Civil Engineering), GS-899-4

Introduction

This position is located in a Forest Service unit. The purpose of this position is to seve as a student trainee in civil engineering under a cooperative education agreement with a college or university.

Major Duties

Trains by working with professional engineers in performing technical and basic professional engineering duties such as:

Makes routine calculations for reduction of survey notes and field data in preparation for project design by manual or automatic data processing methods.

Makes preliminary and final working drawings for engineering projects from designers' sketches and calculations.

Works with construction engineers and inspectors on construction projects to learn construction, engineering methods, practices and procedures.

Assists inspectors in gathering samples and specimens of materials to be tested for compliance to specifications. Performs selected basic materials tests on construction materials.

Factor 1, Knowledge Required by the Position

Completion of 2 full academic years of study.

Knowledge of basic civil engineering practices and procedures.

Skill in following instructions and ability to learn from training assignments.

Factor 2, Supervisory Controls

The supervisor makes asssignments by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives additional specific instructions for new and/or difficult assignments.

Incumbent carries out recurring assignments and independently solves routine problems of a type previously encountered. However, deviations, problems, or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides in the form of Forest Service handbooks, detailed user manuals established for specific application, and oral guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with the work, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to enable a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize different situations in determining what has to be done.

Factor 5, Scope and Effect

The purpose of the work is to provide the incumbent with work experience in a professional field and to benefit the Forest Service the timely completion of technical tasks.

The work is designed primarily to continue the training of the incumbent in increasingly complex activities, which results in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professioal and technical employees within the group and in other groups of the unit, and occasionally with contractors.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the employee to professional and technical expertise and to provide knowledge of related project work through a close working relationship. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the completion of tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, heat or cold weather. Special safety precautions are required and the employee will use protective clothing or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
POSITION DESCRIPTION	11			N3013	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Civil Engineering)	GS	899		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
STUD TR (CIVIL ENGRG)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

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POSITION CLASSIFICATION HANDBOOK

Standard Job No. N3013

STUDENT TRAINEE (Civil Engineering), GS-899-5

Introduction

This position is located in a Forest Service unit. The purpose of this position is to serve as a student trainee in civil engineering under a cooperative education agreement with a college or university.

Major Duties

Performs duties selected to provide training in the planning, design and construction of engineering projects and in Forest Service policies and programs, and to develop knowledge and understanding of resource management and protection practices, including duties such as the following:

Reads instruments and records notes on surveys for gathering data for design or for construction staking of projects.

Makes calculations and prepares project field notes to submit to automatic data processing for design.

Drafts working drawings of selected engineering projects performing basic calculations and following designers' sketches.

Transfers design data from computer printout sheets to drawings.

Assists design engineer in making estimates of costs for projects, using precedents or available data.

Performs various tests on materials used in construction of roads, bridges, buildings, water systems, and other structures and facilities.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a Bachelor's degree in engineering and one period of work under a cooperative education agreement as a GS-4, or completion of 2 1/2 years of academic study and 6 months of experience under a cooperative education agreement as a GS-4.

Knowledge of basic civil engineering principles and procedures to enable incumbent to resolve a variety of routine engineering problems.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor makes assignments by indicating what is to be done, including quantity and quality expected, deadlines, and priorities. Supervisor gives additional specific instructions for new or more difficult assignments.

Incumbent carries out recurring assingments independently without specific instructions. Problems which can not be resolved by using precedents or familiar concepts are referred to the supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides in the form of Forest Service handbooks, detailed user manuals established for specific application, and oral guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with the work, some judgment may be required in selecting from applicable guides.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to obtain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied, providing for more independent action.

Factor 5, Scope and Effect

The purpose of the work is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in the timely completion of technical tasks.

The work is designed to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the unit and also with construction contractors and their employees.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise to provide knowledge of related project work through a close working relationship. As the incumbent gains more experience, the purpose of contacts may include the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep and/or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special precautions are required and the employee will use protective clothing or equipment when warranted by the specific job.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3008	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Landscape Architecture)	GS	899		3	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (LANDSCP ARCHTR)
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N3008

STUDENT TRAINEE (Landscape Architecture), GS-899-3

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in landscape architecture under a cooperative education agreement with a college or university.

Major Duties

Student trainee gains on-the-job training and professional skill development through participation in basic technical and professional duties working directly with experienced landscape architects.

Assists in the elemental aspects of plane table or transit/stadia topographic surveys under direct supervision of experienced personnel. Prepares preliminary drawings of site plans or simple recreation facility designs by tracing or from preliminary sketches prepared by higher grade landscape architects. Assists in gathering basic data on existing or potential recreation sites. Assembles basic information and data from which experienced landscape architects can develop project specifications and cost estimates.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of 1 full academic year of study

Knowledge of routine, but detailed, landscape architecture practices to complete assigned tasks.

Skill in understanding instructions to profit from training assignments.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade professional who gives complete, explicit instructions, including work methods and procedures.

Recurring work is performed independently without specific instruction. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to provide training for the student for use in future professional work.

Assignments consist of related tasks that are specific in nature.

As the incumbent gains knowledge, tasks will become increasingly varied providing for some independent action in situations that are familiar.

Factor 5, Scope and Effect

The work is formulated primarily to train the incumbent but will facilitate the completion of projects within the unit.

The objective is to provide work experience in a professional field and to benefit the Agency in technical tasks completed on a timely basis.

Factor 6, Personal Contacts

Contacts are with professional and technical employees in the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3009	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
- 1. ESTABLISH A NEW PERMANENT POSITION.
- 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
- 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
- 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
- 5. REESTABLISH A PERMANENT POSITION.
- 6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Landscape Architecture)	GS	899		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (LANDSCP ARCHTR)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE "3" OR CODE "4" HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-73)

Agency Copy

Standard Job No. N3009

STUDENT TRAINEE (Landscape Architecture), GS-899-4

Introduction

This position is located in a Forest Service unit. The purpose of this position is to serve as a student trainee in landscape architecture under a cooperative education agreement with a college or university.

Major Duties

Student trainee gains on-the-job training and professional skill development through participation in basic technical and professional duties working directly with experienced landscape architects.

Assists in the elemental aspects of plane table or transit/stadia topographic surveys. Prepares completed finished drawings of site or simple recreation facility designs by tracing or from preliminary sketches prepared by higher grade specialists. Gathers basic data and researches information on existing or potential recreation sites under supervision of higher grade landscape architects. Assembles basic information and data from which experienced landscape architects can develop finished specifications and cost estimates. Becomes familiar with fundamentals of the visual management system.

Receives assignments to broaden knowledge of Agency activities in areas such as timber, fire, wildlife, recreation, or business management.

Factor 1, Knowledge Required by the Position

Completion of 2 full academic years of study.

Knowledge of standardized landscape architecture practices and procedures to complete assigned tasks.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or difficult assignments.

Incumbent carries out recurring assignments and solves recurring problems of a type previously encountered independently without specific instructions. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guides include Agency handbooks, detailed user manuals and oral instructions. The incumbent works within the guides provided and any deviation that may be necessary must be approved by the supervisor.

As the employee becomes familiar with work aspects, some guides may be used for reference only.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training for use in future professional work.

Assignments involve related tasks requiring the incumbent to recognize difficult situations in determining what has to be done.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action in situations that are familiar.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated primarily to continue the training of the incumbent in increasingly more complex activities which result in increasing the effect on the accurate completion of projects.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the group and other groups of the unit.

Factor 7, Purpose of Contacts

Contacts are to expose the employee to professional and technical expertise and to provide knowledge of related project work. Persons having contact with the employee are primarily interested in the progress of the individual toward professional employment while gaining valuable assistance in the form of completed tasks.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep or rocky surfaces with recurring stooping, reaching, or bending. May require lifting of objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather. Special safety precautions are required, including protective clothing or equipment when warranted by the job.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N3010	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Landscape Architecture)	GS	899		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) STUD TR (LANDSCP ARCHTR)

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg — Signature

4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N3010

STUDENT TRAINEE (Landscape Architecture), GS-899-5

Introduction

This position is located in a Forest Service unit. The purpose of this position is to serve as a student trainee in landscape architecture under a cooperative education agreement with a college or university.

Major Duties

Performs tasks selected to provide training in gathering and presenting factual landscape architectural data, teaching Forest Service policies and programs, and developing knowledge of local ecological and socioeconomic conditions. These tasks include all or most of the following:

Participates in the completion of plane table or transit/stadia topographic surveys under the supervision of experienced personnel.

Designs minor recreation site development proposals or simple recreation facilities. Designs selected portions of more complex sites. Prepares drawings for these designs or those prepared by other from sketches or preliminary drawings of more complicated projects.

Prepares preliminary technical reports or narrative write-ups for existing or potential recreation sites under close supervision.

Assists in preparing draft specifications and rough cost estimates for recreation project construction.

Assists in visual management system mapping and inventory including field reconnaissance and graphic display.

Performs field assignments to broaden knowledge of Forest Service activities. May be assigned work in areas such as timber, fire, wildlife, recreation, range, engineering, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a bachelor's degree in landscape architecture and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of basic landscape architecture practices and procedures to enable incumbent to resolve a variety of problems.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without specific instructions. Problems which can not be resolved by using precedents or familiar concepts are referred to the supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some judgment may be required in selecting from applicable guidelines.

Factor 4, Complexity

The work consists of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of the incumbent's assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied, allowing for more independent action.

AVAILABLE

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which results in increasing the effect on the accurate completion of projects. The assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts are with higher grade professional and technical employees within the unit and permittees or other employees on a routine basis.

Factor 7, Purpose of Contacts

Contacts are to expose the incumbent to professional and technical expertise and to provide knowledge of related project work through a close working relationship. As the incumbent gains more experience, purpose of contacts may include coordination and the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending, or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1008	4a. FLSA STATUS N (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Contract Specialist	GS	1102		5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
CONTR SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that the information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N1008

CONTRACT SPECIALIST, GS-1102-5

Introduction

This position is located in a Forest Service administrative unit. The incumbent of this position performs a variety of training assignments designed to develop the incumbent for a higher level Contract Specialist position.

Major Duties

As a trainee contract specialist, performs limited work assignments designed to familiarize incumbent with the principles, techniques, and procurement regulations of Federal contracting and to acquire the specialized knowledges and experience necessary to assume higher level contract specialist responsibilities.

Receives formal and on-the-job training in preparing contracts to be formally advertised and in evaluating bids received to determine those most advantageous to the Government. Trains in the techniques and procedures necessary to effect payments, contract changes, amendments, suspensions, deficiency cures, and terminations.

Receives training in the techniques and procedures of negotiated procurement including preparation of requests for proposals and written requests for quotations, solicitations to potential sources of supplies and services, analyzing quotations received, negotiating the specific terms of the required procurement items, and preparing the procurement documents for the vendor.

Receives training in the techniques and procedures of office services management including property accountability, space management, and the functional requirements for administrative support at the Forest level.

Factor 1, Knowledge Required by the Position

Requires a basic knowledge of business and industrial practices and procurement and contracting policies and procedures to perform training assignments in contract administration, negotiation, and termination.

Factor 2, Supervisory Controls

Works under the direct supervision of a higher grade employee who provides detailed instructions covering individual work assignments.

While independent decisions are not required, the incumbent is expected to provide specific recommendations and tentative solutions to clear cut problems assigned by the supervisor.

The supervisor reviews closely all work performed by the incumbent.

Factor 3, Guidelines

Receives guidance from Forest Service and Department manuals and handbooks, Federal Acquisition Regulations, Federal Property Management Regulations, Comptroller General and Claims Court decisions, and written policies governing local procurement.

Works in strict adherence to the guidelines, consulting the supervisor before any deviations are made.

Factor 4, Complexity

Works on selected portions of procurement actions covering a variety of services and supplies to be acquired through formally advertised procurement procedures. Under the close instruction of higher grade contract specialist, must train and acquire experience in each phase of contract award and administration. These tasks are usually the routine and elementary portions of the work performed by higher graded employees.

Factor 5, Scope and Effect

The purpose of the work is to train the incumbent in the practical application of the basic principles, knowledges, and techniques of Federal procurement; and in the policies and procedures necessary to carry out contracting and procurement activities.

The effect is to facilitate procurement of services and supplies on the unit.

Factor 6, Personal Contacts

Contacts are with higher grade contract specialists, resource specialists, and occasionally with suppliers of goods and services, and representatives of commercial interests competing for contracts.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining advice and guidance, soliciting quotations, and negotiating simple procurement actions; and to train under higher grade contract specialists in the procedures for opening bids, negotiating, discussing contractual agreements, and entering into formal contracts with those selected.

Factor 8, Physical Demands

The work is primarily sedentary.

Factor 9, Work Environment

The work is performed in an office environment but requires occasional vehicular or foot travel to field locations where work under contract is performed.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N1009	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Contract Specialist	GS	1102		7	04	02	84	kgs
FIELD		-							

14. OFFICIAL TITLE (ABBREVIATED) CONTR SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

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Standard Job No. N1009

CONTRACT SPECIALIST, GS-1102-7

Introduction

This position is located in a Forest Service administrative unit. The incumbent of this position serves as an advanced trainee and performs a variety of assignments usually at a developmental level to assist contract specialists at a higher grade.

Major Duties

As an advanced trainee, performs a variety of duties designed to further the training and development of the incumbent in the practices and procedures of administrative services management as well as the principles, policies, and techniques of Federal procurement. Performs limited analytical work assignments to prepare the incumbent to assume the full production level.

Under the guidance and direction of a higher grade contract specialist, discusses contract terms and conditions and analyzes bids and proposals submitted by contractors. In a developmental capacity, makes recommendations concerning partial or final payments, contract changes, amendments, suspensions, deficiency cures, and terminations.

Works with the unit purchasing agent in completing routine negotiated procurement actions. Prepares written requests for quotations, contacts suppliers of goods and services, analyzes quotations received, discusses the specific terms of required procurement items, and places the necessary procurement documents with the suppliers.

Factor 1, Knowledge Required by the Position

Knowledge of basic procurement procedures and techniques to carry out recurring assignments involving the formal advertised method.

Knowledge of negotiated procurement procedures, and the laws, regulations, and precedents governing procurements by this method, to perform developmental assignments or segments of large procurement actions.

Skill in solving practical problems relating to transportation, commodity usage, interchangeabilities, and pricing matters as they relate to the development of specifications or to contract administration involving product quality.

Factor 2, Supervisory Controls

Works under the supervision of a higher grade employee, who outlines the policies and procedures to be used and provides more detailed instructions on new, difficult, or unusual assignments.

The incumbent completes recurring assignments independently without specific instruction, and refers problems and unfamiliar situations to the supervisor.

The supervisor reviews completed work for technical accuracy and for completeness in terms of compliance with instructions and with applicable procurement procedures and policies.

Factor 3, Guidelines

Receives guidance from Forest Service and Department manuals and handbooks, Federal Acquisition Regulations, Federal Property Management Regulations, and applicable Comptroller General and Claims Court decisions covering negotiated and recurring assignments.

The incumbent uses judgment in identifying and selecting the most appropriate guideline, and consults the supervisor when existing guidelines are not directly applicable.

Factor 4, Complexity

Work assignments cover all phases of administrative services including formally advertised and negotiated procurements. Procurement assignments involve the use of limited judgment and analytical abilities in reviewing bids, monitoring the performance of suppliers, and recommending appropriate remedial actions when problems arise. Administrative support assignments require the application of simple analytical techniques in evaluating the effectiveness of selected support activities.

Factor 5, Scope and Effect

The purpose of the work is to further the incumbent's level of knowledge and skill in applying the principles, knowledges, and techniques of Federal procurement to prepare for journeyman-level duties in procurement and managing a Forest administrative services section.

The effect is the advantageous procurement of goods and services and an administrative support program responsive to the needs of the unit.

Factor 6, Personal Contacts

Personal contacts are primarily with higher grade contract specialists, and staff specialists. Occasional contacts are with representatives of commercial contractors or with other Government agencies, normally occurring in a moderately structured setting, e.g., the contacts are established on a routine basis.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining and exchanging information, reviewing contract performance, and discussing the terms and conditions of contracts entered into with the Government.

Factor 8, Physical Demands

The work is mostly sedentary, with occasional vehicular and foot travel to field location.

Factor 9, Work Environment

The work is primarily in an office setting, but may occasionally entail field travel to locations where work under contract is contemplated or being performed.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5049	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Contract Specialist	GS	1102		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) CONTR SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5049

CONTRACT SPECIALIST, GS-1102-9

Introduction

This position is located in a Forest Service administrative unit. The incumbent serves as a contract specialist in the performance of a full range of contracting duties to provide assistance to contracting officers.

Major Duties

Serves as contract specialist involved in the preliminary and final development of specifications and contract documents to eliminate ambiguity and to ensure compliance with contracting laws and procedures, and provides technical contracting advice and counsel. Obtains technical information from a variety of specialists.

Considers availability of supplies, services, equipment, and materials; weather; location with respect to supply, transportation, and labor; availability of qualified and interested contractors in the area; and whether it is feasible to perform the work by contract. Helps establish the time to contract work and reviews the amount of time specified in the contract for completion of the project, selects the list of bidders to receive invitation, and recommends bid advertising time and methods of advertising.

Opens bids at public bid openings. Examines bids for completeness of detail and validity. Recommends award to lowest bidder on advertised procurements. On negotiated procurements, contacts offerors to negotiate prices, earlier delivery dates, closer conformance to specification, or similar matters.

Assists contracting officers in holding prework meetings to explain contract requirements, conditions, plans and specifications, and responsibilities of the designated contracting officer's representative.

Inspects assigned ongoing contract work and reports on compliance with contract requirements. Investigates, recommends, and reports on requests for modifications of terms, extension of time, substitutions, changes in specifications, termination, additional work, etc.

Factor 1, Knowledge Required by the Position

Knowledge of the principles, techniques, methods, and procedures of Government contracting, as well as knowledge of internal Agency operations to perform preaward and postaward procurement actions where the actions are well defined and well precedented.

Knowledge of procurement laws, Executive Orders, Federal and Agency procurement regulations, and skill to recognize their applicability to specific contracting situations.

Knowledge and skill sufficient to monitor the progress of contractors with fixed-price contracts; to advise contractors regarding contractual requirement limitations; to coordinate requests for deviations from contract specifications; to review payment requests; and to recommend approval of payment or withholding of partial or final payment when contractor fails to comply with all contract provisions.

Knowledge of formally advertised bid procedures sufficient to prepare solicitations for standard services and supplies when specifications and sources are established including special clauses or other requirements.

Limited knowledge of negotiation methods, techniques, and principles sufficient to work with requests for quotations and requests for proposals for standard items.

Knowledge and skill sufficient to evaluate bids and proposals, recommend competitive ranges, make standard investigations of contractor capabilities (preaward surveys) concerning financial, personnel, equipment, and managerial resources necessary to fulfill contract terms.

Factor 2, Supervisory Controls

Supervisor assigns work, such as a group of contracts, indicating special considerations.

Employee plans the manner in which assignments are carried out. Work is performed in accordance with standard practices and procedures with guidance available from the supervisor on nonrecurrent problems.

Work is reviewed for technical soundness, compliance with procedures, and overall effectiveness. Award recommendations and supporting documentation, are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures.

Factor 3, Guidelines

Guidelines used by the employee include Government-wide and Agency procurement regulations, procedures, manuals, and Comptroller General, Appeals Board, and Claims Court decisions.

The employee uses judgment in interpreting guidelines, in adapting procurement procedures, and in recommending approaches or solutions for specific problems.

Factor 4, Complexity

Assignments primarily cover contracts for a wide range of supplies, services, equipment, and materials which are formally advertised. Included are reviewing and processing of a variety of procurement actions requiring the application of standard methods and techniques. The employee determines the adequacy of the initial procurement package, develops specifications and contract documents, analyzes contractor bids and proposals, determines bid responsiveness, and completes contract draft for review. Some historical data is available to permit ready evaluation of price proposals.

Factor 5, Scope and Effect

The purpose of the work is to provide contracting support for specific Agency requirements, and to acquire supplies, material, or equipment from contractors at a fair and reasonable price.

The work of the employee supports the Agency operation and contributes to the timely and economical accomplishment of Agency objectives.

Factor 6, Personal Contacts

Contacts are with contractors, contractors' representatives, engineering representatives, manufacturers, suppliers, and distributors. Contacts take place in a moderately unstructured setting where purpose and extent of contacts may vary and definition of issues and positions on issues may not be clearly defined.

Factor 7, Purpose of Contacts

The purpose of the contacts is to advise and coordinate various facets of the procurement process within the Agency. This includes obtaining information, clarifying specifications, resolving problems, advising on appropriate procurement methods and procedures, interpreting policy, and providing procurement assistance. Contacts with contractors and their representatives are to solicit bids and proposals, answer contractor's questions about solicitation, develop additional sources, and to perform negotiations, within delegated authority, on cost or price items.

Factor 8, Physical Demands

The work is mostly sedentary, with occasional walking, standing or bending.

Factor 9, Work Environment

Work is normally performed in an office setting. There may be occasional onsite visits prior to and during contract performance.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11
2. EMPL. OFF. CODE:
3. POSITION NUMBER: X
4. STANDARD JOB NUMBER: N5050
4a. FLSA STATUS: E (0 - EXEMPT; 1 - NON-EXEMPT)
4b. SUPV/MGR. CODE:

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Contract Specialist	GS	1102		11	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): CONTR SPECLST
15. WORKING TITLE, IF ANY (ABBREVIATED):
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date
Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5050

CONTRACT SPECIALIST, GS-1102-11

Introduction

This position is located in a Forest Service administrative unit. The incumbent serves as a contract specialist responsible for planning and directing accomplishment of contracting and procurement services functions. Contracts include thinning, planting, site preparation, other service contracts, and simple construction projects normally using formally advertised procedures. Items procured by negotiations are varied and include such things as medical services, training, cadastral surveys, archaeological exploration, or professional services at a Job Corps Center.

Major Duties

Develops and implements procurement programs and plans, giving due consideration to the needs of technical work programs of the unit. Anticipates and evaluates requirements of changing work programs. Provides technical guidance and advice on how procurement operations can best serve work programs and provides solutions to procurement related problems to unit managers and their staff. Reviews supply, equipment, and service requirements of program officials and determines the best method of procurement. Inspects site of proposed contract. Initiates and/or takes action to furnish purchasing or contracting services to effectively support work programs. Exercises signatory authority on contracts up to approved level of delegation.

Directs the preparation of or prepares invitations for bid. Evaluates bids. Conducts preaward surveys. Awards the contract to the bidder whose bid is most advantageous to the Government. Administers awarded contracts.

Directs the preparation of or prepares requests for proposal, solicits and evaluates proposals, meets with or contacts representative of private concerns to negotiate, and awards contracts for services, supplies, equipment, and other materials. For projects requiring the skills of a contract specialist such as procurement of thinning and planting and non-standard supplies, which are less than the small purchase limit, uses simplified procurement processes such as oral quotations and requests for quotation to satisfy the unit's requirements.

Supports all socioeconomic programs. Researches qualified 8(a) contractors and recommends set-asides for the SBA 8(a) program to the Small Business Administration. Assures bidder's mailing lists contain the names of socially and economically disadvantaged businesses and women-owned businesses.

As contracting officer, conducts prework conference with contractors and CORs to assure they adequately understand terms, provisions, and general requirements of the contract. Makes necessary inspections to ensure compliance by contractors with provisions of the contract, supplementing inspections by CORs and other technical experts. Makes inspections to ensure that the CORs properly execute their duties and responsibilities.

Reviews contractor requests for deviations to contract terms or specifications and determines action to be taken. Modifies contracts as necessary, and negotiates claims of excusable delay, requests for relief, reports of material rejection, and nonconformance to contract requirements.

Approves or disapproves progress payments, special payments on fixed-price contracts, request for overtime, proposed subcontractors, and other special requests.

Prepares detailed findings and documentation in cases of dispute over contract terms or specifications. Gathers facts and makes final decisions regarding contractor claims. Assists attorney in preparation of appeals cases. Handles bid protests, referring protest appeals to Comptroller General or courts.

Terminates contracts for default, when contractor performance threatens program accomplishment and termination is in the public interest. Prepares necessary termination documents and settlement history. When contracts are terminated for the convenience of the Government, negotiates settlement of contractor's claims.

Upon contract completion, ensures necessary actions are taken to close the contract file.

Factor 1, Knowledge Required by the Position

Knowledge of contracting and procurement principles, policies, and procedures applicable to preaward and postaward actions, including formal advertising and negotiation methods, contract administration, and termination requirements.

Knowledge of program requirements or technical needs sufficient to enable the employee to aid in procurement planning and in describing technical requirements which include complex and diversified services and supplies, such as procurement transactions to meet the consolidated requirements of the Forest; facilities and equipment to support programs; or technical services.

Knowledge of sources interested in and capable of performing a specific contract, including requirements where a limited number of sources are available.

Knowledge of negotiation techniques to negotiate contract changes.

Knowledge of the policies and regulations concerning the small and disadvantaged business community as well as the communities' capabilities; general business practices, operations and structures; the procurement process and regulations; and knowledge and skill sufficient to advise the small and disadvantaged business community on business opportunities with the unit and review procurement requirements and instruments to satisfy small business program objectives.

Factor 2, Supervisory Controls

The incumbent receives assistance from the supervisor in terms of overall objectives and resources available.

The incumbent is a technical authority for contracting in the field office and develops procurement plans for units in consultation with management and activities concerned. Technical assistance is provided by higher organizational echelons.

The work of the incumbent is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting the procurement needs of the unit. Tasks exceeding delegated authority are prepared for approval and award by higher organizational levels; work performed within delegated authority is normally not technically reviewed in advance, but is evaluated for results achieved.

Factor 3, Guidelines

Guidelines include FPRs; FARs; agency policies and regulations; GAO, Appeals Board, and Claims Court decisions; precedents; and standard procurement practices.

The employee selects and applies the appropriate procurement procedures relating to advertising or negotiating contracts, selects the type of contract most suitable, includes necessary special provisions, reviews cost and pricing data, and ensures other procurement requirements are met. Some requirements are for items not previously procured, involve contracts with renewal options, or other situations which require adapting procedures or methods to fit the individual procurement. The employee uses judgement in interpreting and adapting available precedents and in recommending solutions to problems not covered.

Factor 4, Complexity

Assignments cover a wide range of supplies, services, and equipment. Requirements are normally satisfied through formal advertised procedures; however, some are negotiated. Actions include such features as specialized requirements, determining the type of contractual arrangement including special provisions, use of cost incentives, price redeterminations or escalation provisions where contractual periods may range from a few months to 2 years. The incumbent makes analytical decisions to accomplish advertised procurement, negotiated procurement, and contract administration. The incumbent must ensure that conflicting program priorities are satisfied.

Factor 5, Scope and Effect

The purpose of the work is to plan and execute a procurement program for the unit, and to perform a wide range of procurement actions in the development, administration, and termination of contracts.

Procurement planning and execution supports the timely and economical accomplishment of programs on the unit, including the efficiency, economy, and safety of manpower and equipment involved in contracts. Work properly accomplished is critical to the unit meeting assigned targets, including meeting socioeconomic and small business utilization goals. The work affects the economic status of local businesses.

Factor 6, Personal Contacts

Contacts are with a wide variety of contractors and businesses in the geographical area as well as occasional contacts with national firms. Typical contacts include contractors and their representatives, managers, attorneys, accountants, technical experts, and salesmen.

Contacts take place in a moderately unstructured setting where the purpose and extent of each contact varies and definitions of issues and respective positions on issues which the parties represent are not clearly defined.

Factor 7, Purpose of Contacts

Contacts are made to obtain information, clarify problems, give assistance to technical personnel, and work with management and technical personnel to plan and coordinate procurement actions. Contacts are also to obtain favorable contractual terms, to negotiate agreements and to obtain compliance with procurement policies, and/or to negotiate settlement agreements.

Factor 8, Physical Demands

The employee visits construction and other service work sites on a regular basis. Site visits typically require working around machines, moving equipment, construction in progress; walking in partially completed structures; climbing ladders; entering timber clearing areas or excavation sites or similar situations.

Factor 9, Work Environment

The employee is subjected to moderate risks or discomforts, on a regular basis, which require special safety precautions. These situations arise when the employee is required to visit timber clearing areas, laboratories, or construction sites where machines are in operation. Employee is required to use appropriate protective equipment such as hard hat, goggles, boots, and similar gear, may need to travel on unimproved roads and trails, occasionally on horseback, and will be exposed to inclement weather and stinging insects.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER X	4. STANDARD JOB NUMBER N5144	4a. FLSA STATUS E (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Contract Specialist	GS	1102		11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): CONTR SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28 AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5144

CONTRACT SPECIALIST, GS-1102-11

Introduction

Serves as a contract specialist on a Forest Service administrative unit. Coordinates, directs, and inspects assigned procurement activities. Contracts include thinning, planting, site preparation, other service contracts, and simple construction projects normally using formally advertised procedures. Items procured by negotiation are varied and include such things as medical services, training, cadastral surveys, archaeological exploration, or professional services at a Job Corps Center.

Major Duties

Directs the preparation of or prepares invitations for bid. Evaluates bids. Conducts preaward surveys. Awards the contract to the bidder whose bid is most advantageous to the Government. Administers awarded contracts. Exercises signatory authority on contracts up to approved level of delegation.

Directs the preparation of or prepares requests for proposal, solicits and evaluates proposals, meets with or contacts representative of private concerns to negotiate, and awards contracts for services, supplies, equipment, and other materials. For projects requiring the skills of a contract specialist such as procurement of thinning and planting and non-standard supplies, which are less than the small purchase limit, uses simplified procurement processes such as oral quotations and requests for quotation to satisfy the unit's requirements.

Supports all socioeconomic programs. Researches qualified 8(a) contractors and recommends set-asides for the SBA 8(a) program to the Small Business Administration. Assures bidders' mailing lists contain the names of socially and economically disadvantaged businesses and women-owned businesses.

As contracting officer, conducts prework conference with contractors and CORs to assure they adequately understand terms, provisions, and general requirements of the contract. Makes necessary inspections to ensure compliance by contractors with provisions of the contract, supplementing inspections by CORs and other technical experts. Makes inspections to ensure that the CORs properly execute their duties and responsibilities.

Reviews contractor requests for deviations to contract terms or specifications and determines action to be taken. Modifies contracts as necessary, and negotiates claims of excusable delay, requests for relief, reports of material rejection, and nonconformance to contract requirements.

Approves or disapproves progress payments, special payments on fixed-price contracts, request for overtime, proposed subcontractors, and other special requests.

Prepares detailed findings and documentation in cases of dispute over contract terms or specifications. Gathers facts and makes final decisions regarding contractor claims. Assists attorney in preparation of appeals cases. Handles bid protests, referring protest appeals to Comptroller General or courts.

Terminates contracts for default, when contractor performance threatens program accomplishment and termination is in the public interest. Prepares necessary termination documents and settlement history. When contracts are terminated for the convenience of the Government, negotiates settlement of contractor's claims. Upon contract completion, ensures necessary actions are taken to close the contract file.

Factor 1, Knowledge Required by the Position

Knowledge of contracting and procurement principles, policies, and procedures applicable to preaward and postaward actions, including formal advertising and negotiation methods, and contract administration and termination requirements.

Knowledge of program requirements or technical needs sufficient to enable the employee to aid in procurement planning and in describing technical requirements which include complex and diversified services and supplies, such as procurement transactions to meet the consolidated requirements of the Forest, facilities and equipment to support programs, or technical services.

Knowledge of sources interested in and capable of performing a specific contract, including requirements where a limited number of sources are available.

Knowledge of negotiation techniques to negotiate contract changes.

Knowledge of the policies and regulations concerning the small and disadvantaged business community as well as the communities' capabilities; general business practices, operations and structures; the procurement process and regulations; and knowledge and skill sufficient to advise the small and disadvantaged business community on business opportunities with the unit and review procurement requirements and instruments to satisfy small business program objectives.

Factor 2, Supervisory Controls

The incumbent receives assistance from the supervisor in terms of overall objectives and resources available. The incumbent, together with the supervisor, develops the deadlines, projects, and work to be done.

The incumbent plans and carries out work independently, determining the approach to be taken and performing required planning and coordination. Tasks exceeding delegated authority are prepared for approval and award by the supervisory contract specialist.

Finished work is subject to review from an overall standpoint in terms of feasibility, compliance with procurement policies, and to ensure that unit objectives are being met.

Factor 3, Guidelines

Guidelines include FPRs; FARs; agency policies and regulations; GAO, Appeals Board, and Claims Court decisions; precedents; and standard procurement practices.

The employee selects and applies the appropriate procurement procedures relating to advertising or negotiating contracts, selects the type of contract most suitable, includes necessary special provisions, reviews cost and pricing data, and ensures other procurement requirements are met. Some requirements are for items not previously procured, involve contracts with renewal options, or other situations which require adapting procedures or methods to fit the individual procurement. The employee uses judgment in interpreting and adapting available precedents and in recommending solutions to problems not covered.

Factor 4, Complexity

Assignments cover a wide range of supplies, services, and equipment. Requirements are normally satisfied through formal advertised procedures; however, some are negotiated. Actions include such features as specialized requirements, determining the type of contractual arrangement including special provisions, use of cost incentives, price redeterminations or escalation provisions where contractual periods may range from a few months to 2 years. The incumbent makes analytical decisions to accomplish advertised procurement, negotiated procurement, and contract administration. The incumbent must ensure that conflicting program priorities are satisfied.

Factor 5, Scope and Effect

The incumbent performs a variety of functions in preaward and postaward contracting activities for assigned units and/or projects.

Decisions and actions affect the procurement program of the unit, thereby contributing to the timely and economical accomplishment of organizational objectives, including meeting socioeconomic and small business utilization goals. The work affects the economy, efficiency, and safety of manpower and equipment involved in contracts and affects the economic status of local businesses.

Factor 6, Personal Contacts

Contacts are with a wide variety of contractors and businesses in the geographical area as well as occasional contacts with national firms. Typical contacts include contractors and their representatives, managers, attorneys, accountants, technical experts, and salesmen. Contacts take place in a moderately unstructured setting, where the purpose and extent of each contact varies, and definitions of issues and respective positions on issues, which the parties represent, are not clearly defined.

Factor 7, Purpose of Contacts

Contacts are made to obtain information, clarify problems, give assistance to technical personnel, and work with management and technical personnel to plan and coordinate procurement actions. Contacts are also to obtain favorable contractual terms, to negotiate agreements and obtain compliance with procurement policies, and/or to negotiate settlement agreements.

Factor 8, Physical Demands

The employee visits construction and other service work sites on a regular basis. Site visits typically require working around machines, moving equipment, construction in progress; walking in partially completed structures; climbing ladders; entering timber clearing areas or excavation sites or similar situations.

Factor 9, Work Environment

The employee is subjected to moderate risks or discomforts, on a regular basis, which require special safety precautions. These situations arise when the employee is required to visit timber clearing areas, laboratories, or construction sites where machines are in operation. Employee is required to use appropriate protective equipment such as hard hat, goggles, boots, and similar gear, may need to travel on unimproved roads and trails, occasionally on horseback, and will be exposed to inclement weather and stinging insects.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5058	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Purchasing Agent	GS	1105		4	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) PURCHSG AGT

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 30 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

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BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5058

PURCHASING AGENT, GS-1105-4

Introduction

This position is located on a Forest Service unit where incumbent serves as a purchasing agent with limited authority for purchase of supplies and services.

Major Duties

Receives requisitions for supplies and equipment. Reviews material to ensure that approvals, stock numbers, and costs are documented prior to taking purchase action.

Purchases standard items which are available through established and other mandatory sources and the open market.

Contacts requisitioning personnel, as needed, to obtain clarification or additional information on requisitions not properly documented.

Prepares written request for quotation or obtains oral quotes as applicable.

Evaluates quotations received, and prepares and signs purchase documents within delegated authority.

Maintains Blanket Purchase Arrangement file. Prepares Government Bill of Ladings for outgoing and incoming shipments.

Serves as alternate imprest fund cashier.

Factor 1, Knowledge Required by the Position

Knowledge of small purchase regulations, procedures, and established sources to enable the incumbent to make small purchases.

Knowledge of National Finance Center (NFC) payment procedures to process payments for purchase of supplies and services.

Skill in operating calculator and typewriter in order to process procurement documents.

Skill in communicating orally and in writing to coordinate purchase requests and to obtain information from vendors regarding various supplies.

Factor 2, Supervisory Controls

The supervisor provides detailed instructions for new or unusual assignments.

Incumbent independently carries out recurring assignments without specific instructions.

Work is checked for accuracy, timeliness, completeness, and compliance with instructions.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks and bulletins, and oral and written instructions.

The incumbent must strictly adhere to guidelines in selecting the proper course of action.

Factor 4, Complexity

Technical work involves reviewing requistions and purchasing documents, contacting requisitioners and vendors for information, and purchasing a wide variety of items. This work is normally routine, however, employee must occasionally inquire as to the end use of the items and use special ordering procedures.

Factor 5, Scope and Effect

The purpose of the work is for the timely furnishing of supplies and services.

The work is essential to the effective operations of the unit.

Factor 6, Personal Contacts

Contacts are with other unit employees, vendors and potential suppliers.

Factor 7, Purpose of Contacts

Contacts are to obtain additional information and seek clarification regarding supplies and services which are needed by the unit.

Factor 8, Physical Demands

The position requires some standing, lifting, walking, and occasional lifting of heavy and boxes weighing in excess of 50 pounds.

Factor 9, Work Environment

Most of the work is performed in an office.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			N5059	N 0 - EXEMPT 1 - NON-EXEMPT	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Purchasing Agent	GS	1105		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
PURCHSG AGT

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5059

PURCHASING AGENT, GS-1105-5

Introduction

This position is located on a Forest Service unit where incumbent is responsible for providing procurement suppport to the unit.

Major Duties

Analyzes requisitions for completeness and clarity. Resolves problems on requisitions through personal contact, discussion, or correspondence with requisitioner. Determines proper method of procurement and source of supply. Converts requisition's information to proper procurement terminology which will not be misinterpreted or misrepresented.

Prepares requests for quotations for supplies and/or services, including applicable terms, conditions, special and general provisions. Solicits potential sources of supply for price quotations. Evaluates quotations received, and prepares and signs purchase documents within delegated purchasing authority.

Meets with representatives of suppliers to discuss, develop, and/or revise purchase requirements to meet market conditions and requisitioner's needs.

Follows-up as required on delinquent delivery, unacceptable articles and/or services, delayed payments, etc.

Ensures that Federal Supply Schedules are maintained in current status and that established sources of supply are utilized to maximum extent.

Prepares, reviews, and updates blanket purchase arrangements with vendors.

Prepares Government Bill of Ladings for outgoing and incoming shipments.

Serves as imprest fund cashier.

Factor 1, Knowledge Required by the Position

Skill in operating calculator and typewriter in order to process procurement documents.

Working knowledge of Federal Procurement Regulations, Federal Property Management regulations, and Agency regulations sufficient to make required purchases.

Knowledge of small purchasing regulations and procedures to enable the incumbent to make small purchases.

Knowledge of National Finance Center (NFC) payment procedures to enable incumbent to process payments for purchases of supplies and services.

Knowledge of established and mandatory sources for the purchase of supplies and services.

Skill in communicating orally and in writing in order to coordinate requests and obtain information from vendors regarding supplies and services.

Factor 2, Supervisory Controls

The supervisor makes assignments in terms of overall objectives and deadlines, and assists the incumbent with new or difficult problems.

Works independently in the day-to-day procurement of supplies and services, and refers unprecedented or unusual situations to the supervisor or higher organizational level for guidance.

Work is spot-checked at infrequent intervals to ensure continuing compliance with direction and guidelines.

Factor 3, Guidelines

Federal Procurement Regulations and Agency manual and handbooks provide laws, policies and procedures.

Applicable laws, rules, and regulations contained in manuals, handbooks and memoranda are used as working tools and are interpreted to select proper course of action.

Factor 4, Complexity

Technical work required in connection with procurement is varied. Procurement action starts upon receipt of requisitions and ends when delivery, acceptance, and payment are accomplished. This entails scrutinizing, researching and questioning requests to ensure legality, eligibility and compliance with Federal specifications. Incumbent must have the capacity to comprehend the end use of supplies and sevices used by the unit. Competition must be sought. This requires locating and identifying similar equipment from several vendors in order to obtain the most advantageous prices and conditions for the Government. Accuracy of work is essential.

Factor 5, Scope and Effect

The purpose of the work is to offer technical advice and expertise in the orderly procurement of supplies, services and equipment for the unit.

The work facilitates an acceptable procurement program for the unit.

Factor 6, Personal Contacts

Contacts are with other unit employees, vendors, and potential suppliers in face-to-face meetings as well as by telephone and letter.

Factor 7, Purpose of Contacts

Contacts within the unit are for the purpose of determining what the unit needs, advising on sources of suppply and what is available from established sources, and reviewing specifications for work to be performed or supplies and equipment to be furnished. Contacts with vendors are for the purpose of obtaining competition, prices, delivery time, discounts, etc., on service, supplies and equipment to be purchased.

Factor 8, Physical Demands

The position requires some standing, lifting, walking, and some lifting of heavy boxes weighing in excess of 50 pounds.

Factor 9, Work Environment

Most of the work can be performed in an office.

A

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5045	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Realty Specialist	GS	1170		5	04	02	84	lgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
RLTY SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5045

REALTY SPECIALIST, GS-1170-5

Introduction

This position is located on a Forest Service unit. As trainee realty specialist, performs work assignments designed to familiarize the incumbent with the principles and techniques associated with real estate transactions.

Major Duties

Performs training assignments designed to provide the incumbent with the specialized knowledges and experience necessary to assume higher level realty responsibilities.

Receives formal and on-the-job training to acquire the experience necessary to negotiate, prepare realty transaction packages, and complete such transactions in accordance with Forest Service policies and directives.

In a training capacity, researches and extracts real estate ownership data, compiles reports on ownership information, and reviews simple realty instruments to ensure that all requirements are met.

Receives training in land appraisal techniques, including the inspection of property, the assembly of comparable sales information and other real estate market data, and the verification of real estate transactions through contacts with buyers, sellers, and real estate agents.

Factor 1, Knowledge Required by the Position

Basic knowledge of realty instruments, use of supporting documents, real estate terminology, and basic realty procedures to acquire practical experience in negotiating and finalizing land acquisition, exchange, and disposal transactions.

Ability to communicate effectively orally and in writing.

Factor 2, Supervisory Controls

The supervisor provides specific and detailed instructions and reviews assigned tasks on a step-by-step basis.

Work is reviewed to assure compliance with instructions as well as to monitor incumbent's progress in obtaining the competence necessary for higher grade realty specialist work.

Factor 3, Guidelines

Guidelines include Forest Service manuals and handbooks, technical journals, and Federal, State, and local real estate regulations covering the acquisition and disposal of property.

Works in strict adherence to such guidelines.

Factor 4, Complexity

Works on selected and well defined segments of land acquisition, adjustment, and disposal projects. Under the close instruction of higher grade professionals, prepares specific recommendations to routine problems.

Factor 5, Scope and Effect

The purpose of the work is to train the incumbent in the practical application of the basic principles, knowledges, and techniques of realty work.

The work facilitates the successful achievement of the Forest's land acquisition, adjustment, and disposal program.

Factor 6, Personal Contacts

Contacts are with other realty specialists, appraisers, resource managers, officials of other government agencies, and private landowners when accompanied by higher grade employees as a training experience.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining instructions and guidance as well as gaining experience in executing real estate transactions.

Factor 8, Physical Demands

The work is mostly sendentary with occasional travel to field locations.

Factor 9, Work Environment

The work is primarily performed in an office setting with occasional field assignments requiring exposure to some hazards associated with foot travel to remote forested areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5046	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Realty Specialist	GS	1170		7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
RLTY SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5046

REALTY SPECIALIST, GS-1170-7

Introduction

This position is located on a Forest Service unit. The incumbent serves as an advanced trainee on selected land acquisition, adjustment, and disposal cases. Performs such assignments to acquire a progressively broader background in the knowledge and skills necessary for higher-grade realty work.

Major Duties

As part of assigned cases, researches court and other legal records, extracts and prepares real estate ownership data, and reviews realty instruments to ensure that all requirements are met.

In a developmental capacity, accompanies higher-grade specialists in contacts with land owners, asembles routine real estate transactions, and completes such transactions in accordance with clear-cut guidelines and procedures.

Accompanies and assists higher-grade realty specialists and appraisers in conducting land appraisals. Inspects the property involved, assembles comparable sales information and other real estate market data, and verifies the terms of proposed real estate transactions.

Factor 1, Knowledge Required by the Position

Working knowledge of routine realty instruments, use of supporting documents, terminology inherent in real estate transactions, and a working familiarity with realty procedures to carry out routine realty assignments Requires a progressively broader application of such knowledge preparatory to assuming the full level of performance for specialists.

Ability to communicate effectively orallv and in writing.

Factor 2, Supervisory Controls

The supervisor outlines objectves to be met and gives specific instructions on unfamiliar work.

The incumbent applies carries out assignments in accordance with established methods and procedures and clearly-defined precedents.

Work is reviewed for adherence to objectives and instructions on completion.

Factor 3, Guidelines

Receives guidance from Forest Service manuals and handbooks, technical journals, and Federal, State, and local real estate regulations covering the acquisition and disposal of real estate.

Works independently in resolving routine problems but obtains approval from supervisor when deviations from established guidelines are necessary.

Factor 4, Complexity

Under the guidance of higher-grade realty specialists, completes all phases of routine realty cases, including the collection of comparable market data, the research and verification of legal records, and the contacting of land owners to negotiate sales agreement provisions involving minor realty issues with little controversy.

Factor 5, Scope and Effect

The purpose of the work is to further the incumbent's knowledge and skill in applying the principles, knowledge, and techniques of realty work to the Forest's land acquision, exchange, and disposal priorities.

The work facilitates the successful achievement of the Forest's land acquisition, adjustment, and disposal program.

Factor 6, Personal Contacts

Contacts are with higher-grade realty specialists, appraisers, resource managers, officials of other government agencies, and private land owners to obtain concurrence with the terms of agreed-on real estate transactions.

Factor 7, Purpose of Contacts

Contacts are for the purpose of disseminating and exchanging information, obtaining advice and guidelines, and broadening the incumbent's experience in negotiating and executing real estate transactions.

Factor 8, Physical Demands

The work is mostly sedentary with occasional travel to field locations.

Factor 9, Work Environment

The work is performed primarily in an office setting with occasional field assignments requiring exposure to some hazards associated with travel to remote forested areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5047	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Realty Specialist	GS	1170		9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) RLTY SPECLST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5047

REALTY SPECIALIST, GS-1170-9

Introduction

This position is located on a Forest Service unit. Serves as a realty specialist with responsibilities in a variety of lands activities, including special use permits, leases, land status, withdrawals, title claims, rights-of-ways, procurements and grants, and appraisals.

Major Duties

Conducts on-the-ground examinations of rights-of-ways to be acquired or granted. For simpler rights-of-way cases, assumes responsibility for negotiations, arranging meetings, and resolving technical problems. Provides technical assistance to District personnel in making investigations, surveys, appraisals, preparation and submission of reports, and negotiations. Appraises and determines rights-of-way values. Negotiates terms and conditions for rights-of-way easements and grants to ensure compliance with Agency standards, regulations, and policies. Assists in negotiating complicated cases in which unreasonable sums are demanded. When negotiations fail, prepares the case for condemnation by the Justice Department.

Participates in administration of active cost-share and cooperative agreements involving major private landowners and public agencies at county, State and Federal levels. Prepares ownership and status maps of agreement areas. Coordinates Forest Service-cooperator contacts regarding route selection, cost estimates, and project agreement preparation.

Prepares and assembles applications for processing, stipulations, documents for review, letters of consent, etc. regarding easements granted to and by other agencies, such as Department of Transportation or Department of Interior easements and licenses for roads, powerlines, pipelines, and similar projects.

Processes special use permits making certain the use to be made of the land is compatible with Forest Service programs and objectives and that each permit fully protects the public interest. Is responsible for internal coordination and review of permits and proposals along with respective EAR's. Provides technical direction to Districts in processing and administration of special use permits.

Participates in land acquisition and exchange cases. Makes analysis of lands to be exchanged including boundary location, values of timber, minerals, range, and other resources, value of land and improvements, income potential, public attitudes about the proposal, and special area considerations. Conducts negotiations with landowners. Responsible for preparation and processing of appraisals, titles, title clearances, and reports.

Applies working knowledge of land status, status records, and ownership records. As assigned, investigates and completes reports on trespasses.

Factor 1, Knowledge Required by the Position

Comprehensive knowledge of lands activities including rights-of-way acquisition, road rights-of-way construction and use agreements, cooperative agreements, easements, permits, and appraisals to acquire rights-of-way.

Working knowledge of public land laws, Comptroller General decisions, and Code of Federal Regulations for administration of Forest development roads.

Knowledge of Federal, State and county laws and regulations and various legal real estate documents relating to all aspects of the land adjustment program.

Familiarity with related fields such as minerals, water, soils, timber, and wildlife sufficient to use techniques and knowledges from these disciplines in the development of land adjustment programs.

Knowledge of property valuation techniques in order to determine the fair market value of appraised property.

Knowledge of the NEPA process and CEQ requirements and their application to land adjustment projects.

Factor 2, Supervisory Controls

The supervisor provides objectives, scope of assignment, and information on new policy or procedures. Supervisor and incumbent generally confer on the priority of various projects and deadlines for completion.

Incumbent takes independent action including coordinating work with other staff members, and makes decisions in accordance with established policies. Deviations from established practices are first discussed with supervisor.

Completed work is reviewed for adequacy in meeting program objectives and compliance with established policies and land management plans.

Factor 3, Guidelines

Guidelines include Forest Service manuals and handbooks, Office of General Counsel decisions, precedents, Federal and State laws and regulations, and approved short- and long-range forest land management plans.

Guidelines are generally applicable, but judgment and resourcefulness are required in modifying and adapting standard methods and techniques to specific management situations.

Factor 4, Complexity

Assignments involve development, implementation, and administration of plans, programs, and methodology connected with the land adjustment program.

Many variables exist in the land adjustment program which complicate the work. Much of the land is difficult to evaluate because of the lack of precedential uses or sales, and substantial differences in value among various land parcels due to such factors as differing improvements, size, and location. Programs are complicated by the scattered and fragmented surface and subsurface land ownership. Negotiations are complicated by the reluctance of landowners to sell property, particularly speculative property holdings, private mining interests, and commercial resorts.

The incumbent must maintain up-to-date knowledge of the policies and actions of local governmental units which have impact on Forest lands and operations. Land acquisition is constantly fluctuating because of changing priorities and budget direction at higher levels. Assignments require the incumbent to interpret available data in terms of the variables involved, the effect of other resources, and the rationale of the competing interests.

Factor 5, Scope and Effect

The purpose of the work is to ensure the efficient acquisition, disposal, or exchange of Forest or other lands to provide for the fullest public use consistant with overall land management objectives.

The work affects the effective utilization, protection, and/or development of other resources on the Forest.

Factor 6, Personal Contacts

Contacts are with foresters and specialists in related fields, appraisers and attorneys, permittees, landowners, and the general public.

Factor 7, Purpose of Contacts

Contacts are to explain agency policies and objectives, to negotiate agreement over land adjustment activities, and to reconcile conflicting viewpoints.

Factor 8, Physical Demands

Some physical activity is required when making on-the-ground inspections of ongoing operations, which involves walking and climbing over rough terrain.

Factor 9, Work Environment

The work involves some degree of risk when involved in on-the-job assessment of operations. Other work is performed in an office setting.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N4001	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE

0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Hydrologist	GS	1315	51	5	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
HYDRLGST

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ______ Date ______

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg — Signature
4-2-84 — Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N4001

HYDROLOGIST, GS-1315-5

Introduction

This position is located in a Forest Service field unit. The incumbent serves as a trainee in the field of forest hydrology.

Major Duties

Performs a variety of duties which are primarily designed to provide work and training experience that will prepare the incumbent for a more advanced hydrologist position. Included is experience in resource management activities, such as land management planning and implementation; hydrologic evaluation techniques and procedures to identify management opportunities; preparing management prescriptions for protecting and/or enhancing water resource; standard administrative procedures including programing and budgeting.

Assists in conducting water resource inventories, prepares and directs implementation of water resource improvement project plans, and evaluates impacts of Forest management on the water resource.

Aids specialists in assessing the water resource capability and suitability; identifying water resource uses and needs; and identifying goals, issues, and concerns.

Duties include brief assignments to other functional areas to gain understanding of how other functions operate and how hydrologic information may be used by these related disciplines.

Factor 1, Knowledge Required by the Position

Knowledge of basic professional hydrologic principles, concepts, and methodology that would enable the incumbent to satisfactorily perform trainee-level duties.

Skill in expressing thoughts orally and in writing to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor makes assignments that are accompanied by clear, detailed, and specific instruction including target completion dates.

Incumbent works as instructed consulting with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed at certain key progress points and upon completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Specific, detailed guidelines are provided to the employee. These include Agency manualsand handbooks, pertinent laws, Executive Orders, and regulations in all fields of resource management. These detailed guidelines are directly applicable to the assigned work.

Incumbent works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments consist of duties involving related steps, processes, or methods designed to orient the trainee in the practical application of policy, basic rules, and regulations.

Factors to be considered differ with the subject, phase, or issues involved in each assignment. Applicable alternatives are few and easily recognizable.

Assignments are usually screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The primary purpose is to orient the trainee in the practical application of policy, rules, and regulations as they relate to water resource aspects of forest resource management.

The effect of the work is to provide better quality water resource information thus improving the quality of forest resource management.

Factor 6, Personal Contacts

Contacts are with other unit employees in water resources and related disciplines and with Out-Service water resource management and development personnel.

Factor 7, Purpose of Contacts

Contacts are for the purpose of determining the need for supplying hydrologic information thus improving the quality of Forest resource management. and for exchanging hydrologic information with other water resource agencies.

Factor 8, Physical Demands

The work requires some physical exertion such as walking over rough forested terrain, wading in streams, etc.

Factor 9, Work Environment

Work is performed in an office, field, and aquatic environment. Field work hazards include risk of injury from falls, strains, insect bites, etc., and occasional exposure to inclement weather such as rain, cold, and heat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N4002	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Hydrologist	GS	1315	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): HYDRLGST

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N4002

HYDROLOGIST, GS-1315-7

Introduction

This position is located on a Forest Service unit. The incumbent serves as an advanced trainee in the field of forest hydrology.

Major Duties

Performs assignments of limited scope and complexity which are designed to contribute to the continuing professional development of the employee. Work includes opportunities to gain resource management experience in land management planning and implementation, hydrologic evaluation techniques and procedures used to identify management opportunities, preparing management prescriptions for protecting and/or enhancing the water resource, and standard administrative procedures, including program budgeting.

Conducts water resource inventories and prepares the resulting data for application into the land management planning process. Prepares and directs implementation of water resource improvement project plans. Evaluates impacts of Forest management on the water resource.

Aids in assessing the water resource capability and suitability and identifying goals, issues, and concerns for water resource management.

Duties include brief assignments to other functional areas to gain understanding of how functions operate and how hydrologic information may be used by related disciplines.

Factor 1, Knowledge Required by the Position

Knowledge of professional concepts and methods of hydrology with sufficient knowledge of standard practices to perform recurring assignments of limited scope and complexity.

Skill in expressing thoughts, both verbally and in writing, to document and report on technical aspects of work.

Factor 2, Supervisory Controls

The supervisor provides assignments with general instructions as to objectives and procedures to be used along with quality, quantity, and timeliness expected.

Work of a repetitive nature is performed independently without specific instruction. The employee consults with supervisor and/or higher grade hydrologist on any deviations, problems, or unfamiliar situations.

Completed work is reviewed for accuracy and/or established procedures. New assignments are reviewed closely.

Factor 3, Guidelines

Guidelines include Agency manuals, pertinent laws, Executive Orders, and regulations. These detailed guidelines usually are directly applicable to the assigned work.

The employee exercises some judgment in making minor deviations from guidelines in order to adapt them to specific cases. Where existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

Work consists of varied, continuing, and special assignments designed to provide diversified experience as a foundation for future responsibility.

Tasks involve different and unrelated processes and methods. The work requires familiarity and judgment in selecting appropriate alternatives from among a number of standard hydrologic principles, methods and practices, in order to solve relatively limited problems.

Inventories, analyzes, and interprets various hydrologic factors and conditions to determine interrelationships, deviations, and their relationship to Forest resource management.

Factor 5, Scope and Effect

The purpose is to carry out relatively routine hydrology assignments or portions of more complex activities of a broader scope.

Work efforts affect the accuracy, reliability, and acceptability of Forest resource managment and relieve higher grade specialists of routine work.

Factor 6, Personal Contacts

Personal contacts are primarily with Agency employees working in related disciplines. Out-Service contacts are with local, State, and Federal water resource management agencies.

Factor 7, Purpose of Contacts

Contacts are mainly to furnish hydrologic information to other disciplines and to exchange hydrologic information with Out-Service agencies.

Factor 8, Physical Demands

The work environment is quite varied, including office work, hiking over rough uneven ground, wading in streams, etc.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work includes risk of injury from falls, strains, insect bites, etc. Work includes occasional exposure to inclement weather such as rain, cold, and heat.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5067	4a. FLSA STATUS E (0 - EXEMPT, 1 - NON-EXEMPT)	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Hydrologist	GS	1315	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): HYDRLGST
15. WORKING TITLE, IF ANY (ABBREVIATED):
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor ____ Date ____

Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

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22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5067

HYDROLOGIST, GS-1315-9

Introduction

This position is located on a Forest Service field unit. The position performs work in watershed surveys and analysis.

Major Duties

Gathers, analyzes, and interprets watershed data for input to environmental reports.

Participates as a member of interdisciplinary teams working on land management planning, emergency burn rehabilitation, and other Forest projects.

Surveys areas needing restoration or stabilization following disturbance by resource activities. Makes recommendations on treatment needs, estimates project costs, and prepares environmental analysis reports for restoration projects being considered for implementation.

Prepares and carries out water quality monitoring programs, including preparation of plans, collection and analysis of samples, and interpretation of data.

Conducts water resource inventories following established procedures to assemble data bases required to support management programs and Forest planning.

Factor 1, Knowledge Required by the Position

Professional knowledge of hydrology is needed to evaluate past, present, and future watershed conditions and predict watershed responses to mangement activities.

Knowledge and skill in measuring, analyzing, and evaluating constant and variable landscape factors, such as slope gradients, soils, aspects, topography, ground cover density, vegetation, weather, and other factors, in order to understand and predict hydrologic response.

Understanding of the soil-vegetation hydrologic balance and the influence of resource activities on this balance is essential to understand the functioning of watersheds.

Knowledge and skill in using aerial photographs, maps, and hydrologic instruments to gather data.

Professional knowledge of techniques used to predict, define, and analyze hydrologic and climatic phenomenon as characteristic of watershed response.

Factor 2, Supervisory Controls

Supervisor assigns work projects and basic priorities and provides instructions and on-the-ground direction on new, difficult, or unusual work assignments.

Incumbent establishes field schedules and sets accomplishment goals within these objectives. Routine assignments are carried out independently, but assistance is provided by the supervisor on complex projects.

Spot field reviews are made to determine quality and quantity of work accomplished. Completed work is reviewed for adequacy and soundness of conclusions.

Factor 3, Guidelines

General written guides include Agency manuals, handbooks, and publications which require adaptation and interpretation in order to apply them to widely different circumstances. Guidance frequently consists of oral instructions and precedents developed on similar projects.

In cases where specific guidelines and procedures are lacking, the incumbent's recommendations and methods employed are subject to prior review by the supervisor.

Factor 4, Complexity

Work involves gathering watershed data, analyzing and interpreting findings, preparing reports, and making recommendations so that watershed needs can be integrated into other management activities.

In the decisionmaking process, consideration must be simultaneously given to multiple watershed features, such as size, elevation, slope, exposure, land form, geology, soil, vegetative cover, precipitation, water quality, and beneficial uses of water produced in the watershed.

This data results in predictions of watershed responses to land management activities. The complex relationships which govern the functioning of a watershed vary widely, and the incumbent must select different techniques to accomplish projects.

Factor 5, Scope and Effect

The purpose of this work is to determine the existing condition of watersheds where management activities will occur, expected watershed response to these activities, and treatments needed to maintain the desired watershed response.

The results of the work affect the water resource and the effective utilization of the resource in meeting sustained yield objectives.

Factor 6, Personal Contacts

The incumbent makes frequent contacts with other watershed professionals and professionals in other disciplines and occasional contacts with State and Federal agencies, permittees, and cooperators.

Factor 7, Purpose of Contacts

Contacts are made to exchange information with other specialists on interdisciplinary teams, to resolve problems, and to test theories and method concepts against peer groups concepts and procedures.

Factor 8, Physical Demands

Work requires such physical exertion as walking long distances in forested areas, climbing hills, digging, and carrying moderate-size backpacks of equipment.

Factor 9, Work Environment

The work is performed in both field and office settings. The incumbent is subjected to those hazards and discomforts associated with field work in forested areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5068	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Hydrologist	GS	1315	51	11	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) HYDRLGST
15. WORKING TITLE, IF ANY (ABBREVIATED)
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U S Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-78)

Agency Copy

Standard Job No. N5068

HYDROLOGIST, GS-1315-11

Introduction

This position serves as a hydrologist on a Forest Service unit with responsibility for conducting and interpreting hydrologic surveys and analysis, watershed rehabilitation and management planning, and providing technical guidance and training to Forest personnel in the watershed resource.

Major Duties

Independently conducts surveys of the water resources of the Forest. These surveys include collecting original data, assembling previously collected records, and analyzing and evaluating all assembled data to determine water yield in terms of quantity, quality, and distribution over time and area. Translates these findings into long range prescriptions or plans for management's use in watershed management and/or water yield improvement.

Makes hydrologic analysis for cooperative watershed projects authorized under public law. Consults with other resource specialists in assessing the impacts of proposed programs and projects on watershed values.

Establishes and maintains an up-to-date inventory of proposed rehabilitation projects by priorities. Serves as project leader. Makes field investigations following fires to appraise damages to the watershed and recommend treatment for rehabilitation of the area. Inspects and evaluates completed watershed rehabilitation projects to determine their effectiveness.

Participates in the land management planning process. Provides professional hydrologic input into the development of the Forest plan, which involves gathering data, analyzing data, and making recommendations. Participates as required in the development of environmental assessments or environmental impact statements.

Factor 1, Knowledge Required by the Position

Knowledge of professional hydrology and watershed management principles, practices, and concepts sufficient to develop and execute watershed management plans and programs in a forest area; knowledge of agency land management policies and procedures to ensure that plans and programs devised are consistent with such policies and practices.

Knowledge of watershed management sufficient to evaluate the effect of a particular use or activity on the watershed resource and to determine what effect an activity will have on the resource.

Familiarity with related fields, such as timber management, soils, range conservation, etc., sufficient to use techniques and knowledge from these disciplines in the development of plans and programs.

Knowledge of administrative procedures sufficient to develop work plans and budgetary requirements for personnel, material, and equipment.

Factor 2, Supervisory Controls

The supervisor outlines overall program objectives and the resources available. The employee and supervisor consult on project priorities and deadlines for specific projects.

The employee independently plans the work projects; develops the necessary controls; plans, coordinates, and oversees their implementation; and resolves conflicts with other resource functions, contractor personnel, and permittees.

The work is reviewed only to the extent necessary to determine conformance with watershed management objectives and effectiveness in meeting overall land management objectives.

Factor 3, Guidelines

Guidelines include Agency policy and procedural manuals, regional level supplemental guides, approved land management and long-range functional resource plans, and professional publications.

The employee uses judgment and ingenuity in developing and implementing plans and programs as the guides do not provide adequate or specific coverage of the range of variable conditions found at the forest area. The hydrologist must independently adapt or extend the guidelines or choose alternative procedures which will achieve optimum multiple use and protect existing ecosystem.

Factor 4, Complexity

Assignments involve development, implementation, and administration of plans, programs, and methodology connected with watershed management. The employee must consider a number of variables in developing the plans and carrying them out.

The area may be under intensive use by one or more resources. These varied uses tend to conflict and cause serious disagreement among particular interest groups. The assignments require the hydrologist to interpret available data in terms of the variables involved, the effect on other resources, the rationale of the competing interests, and to extend, modify, or otherwise adapt procedures to resolve complex issues.

Factor 5, Scope and Effect

The purpose of the position is to assure effective development, protection, and utilization of the water resource.

The work affects the water resource, the effective utilization of the resource in meeting sustained yield, and the socioeconomic well-being of the local community.

Factor 6, Personal Contacts

Contacts are with other hydrologists, specialists in related fields, special interest groups, and the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exchanging technical and operational information, coordinating responses and actions, and ensuring that contractual agreements relating to watershed projects are followed. The contacts require tact and persuasion to resolve operating problems, reconcile conflicting viewpoints and ideas, and explain and gain support for agency objectives.

Factor 8, Physical Demands

A considerable amount of physical activity is required while making on-the-ground examinations or inspections of on-going operations, including walking and climbing over rough terrain.

Factor 9, Work Environment

The work takes place in both office and field settings. Field work involves exposure to hazards and discomforts, such as risk of injury from falls, strains, insect bites, inclement weather, etc.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR. CODE
	11			N5039	N	

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Hydrologic Aid	GS	1316		3	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): HYDRLGC AID

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N5039

HYDROLOGIC AID, GS-1316-3

Introduction

This position is located in a Forest Service unit. The position serves as a technical assistant in the performance of routine hydrology tasks, as a crew member or individual worker.

Major Duties

Assists in field and/or laboratory operations, performing tasks which include one or more of the following:

Assists in gathering hydrologic and sediment data and in routine preliminary analysis of that data. Assists in tabulating and ordering the acquired field data in preparation for analysis.

Assists in preparing charts, graphs, and figures for data analysis and publication.

Assists in the service, repair, and installation of hydrologic instruments.

Assists in collection of data from field recording instruments and makes onsite measurements of study area conditions.

Assists on field survey crews in the collection of data.

Factor 1, Knowledge Required by the Position

Skill in reading, writing, and math to record and tabulate data.

Working knowledge of basic practices and procedures related to assigned area.

Ability to follow detailed oral and written instructions.

Factor 2, Supervisory Controls

Specific instructions are given on tasks to be performed.

Incumbent independently accomplishes routine work.

Supervisor reviews tasks on a spot check basis and upon completion for accuracy and conformance to instructions.

Factor 3, Guidelines

Written and oral guides provide specific instructions which are easily learned.

No deviations are permitted without supervisory approval.

Factor 4, Complexity

Work consists of common standard practices being applied to a variety of situations. The techniques and procedures to be applied are relatively easy to identify.

Factor 5, Scope and Effect

The purpose of the work is to perform routine field and laboratory work.

The work affects the adequacy of field investigations, testing operations, or the protection or improvement of forest or range resources.

Factor 6, Personal Contacts

Personal contacts are with employees in the work unit and in related or support units.

Factor 7, Purpose of Contacts

Purpose of contacts is to obtain or clarify information and to receive instructions regarding work assignments.

Factor 8, Physical Demands

The position requires a capacity for strenuous physical effort, such as walking and climbing over steep terrain.

Factor 9, Work Environment

Work is performed in a forest and/or range environment where the terrain may be steep, rocky, and covered with thick, tangled vegetation. Climate ranges from extremely dry to extremely wet and from hot to cold. Rain, snow, wind, or dust may be encountered. The work requires the use of safety equipment, such as boots, gloves, goggles, and hardhat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE
	11			N5038	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Hydrologic Technician	GS	1316		4	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) HYDRLGC TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84
Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification, job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5038

HYDROLOGIC AID, GS-1316-4

Introduction

This position is located in a Forest Service unit. The position serves as a technical assistant in the performance of a variety of hydrology tasks, either as a crew member or individual worker.

Major Duties

As directed, performs technical work in the field and/or laboratory which involves a variety of duties such as the following:

Gathers hydrologic and sediment data and performs routine preliminary analysis of that data. Tabulates and orders the acquired field data in preparing it for computer analysis.

Prepares charts, graphs, and figures for data analysis and publication.

Assists in the service, repair, and installation of hydrologic instruments.

Collects data from field recording instruments and makes onsite measurements of study area conditions.

Factor 1, Knowledge Required by the Position

Basic working knowledge of practices and procedures applicable to the work of the unit and experience in their application to identify and collect specimens and other data and to perform limited analysis work.

Knowledge of research objectives and studies pertinent to the particular assigned area.

Skill in the safe use of tools and equipment needed to complete projects.

Knowledge of basic mathematics and the use of computers and calculators, as necessary, for preliminary data analysis.

Factor 2, Supervisory Controls

Assisnments involving conditions, concepts, and methods familiar to the incumbent are made in terms of objectives to be achieved, without explicit instructions on work methods if standard work procedures can be used.

Incumbent uses initiative in carrying out recurring assignments independently but refers deviations from standard procedures to supervisor.

Work is reviewed for adherence to instructions and procedures.

Factor 3, Guidelines

Detailed guidelines are provided in the form of oral instructions, written guides and methods, and work plans.

The employee applies guidelines without change; deviations are referred to or authorized by the supervisor. Employee selects appropriate guide for each situation.

Factor 4, Complexity

Collects and compiles field data. Follows specific procedures, but must judge adequacy of conditions found. Takes corrective action on own initiative in routine matters and reports others to supervisor for direction and guidance.

Factor 5, Scope and Effect

The purpose of the work is to accomplish hydrologic projects.

The technical support provided results in more efficient use of resources and facilitates completion of project work.

Factor 6, Personal Contacts

Contacts are with coworkers and other employees in related or support units.

Factor 7, Purpose of Contacts

The purpose of the contacts is to obtain, clarify, or give facts and information directly related to assignments.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, steep, and rocky surfaces with recurring stooping, reaching, or bending. May require lifting of moderately heavy objects, up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks and discomforts, such as dust, smoke, irritant chemicals, cold weather, and high noise levels. Special safety precautions are required. The employee may be required to use protective clothing and gear, such as steel-toed boots, hardhats, earplugs, and respirator.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5037	4a. FLSA STATUS N (0 - EXEMPT; 1 - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Hydrologic Technician	GS	1316		5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) HYDRLGC TECHNCN

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5037

HYDROLOGIC TECHNICIAN, GS-1316-5

Introduction

This position is located in a Forest Service unit. The position serves as a technical assistant in the performance of a variety of hydrology tasks, either as a crew member or individual worker.

Major Duties

Independently performs technical work in the field and/or laboratory which involves a variety of duties such as the following:

Gathers hydrologic and sediment data and performs preliminary analysis of the data. Tabulates and orders the acquired field data and codes the data for computer input and, on occasion, inputs the data into the computer.

Collects data from field recording instruments and makes onsite measurements of study area conditions. Assists on field survey crews in the collection of resource data.

Prepares a variety of charts, graphs, and figures for data analysis and publication.

Services, repairs, and installs a variety of hydrologic instruments.

Factor 1, Knowledge Required by the Position

Knowledge of basic mathematics and the use of computers and calculators, as necessary, for data analysis.

Knowledge of the interpretation, ordering, and recording of field data collected by field recording equipment.

Knowledge of the servicing, calibrating, repair, and installation of field recording equipment.

Knowledge of the scope and purpose of specific projects for proper evaluation and interpretation of data.

Knowledge of the use of laboratories and related laboratory equipment for the analysis of sediment samples.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of objectives, indicating procedures and techniques necessary to carry out these responsibilities, and advising on the more difficult phases of data collection and handling.

Assigned work is carried out independently. The supervisor is available for assistance with unfamiliar problems which are beyond the knowledge and available resources of the incumbent.

Work is reviewed for completeness and accuracy.

Factor 3, Guidelines

Technical manuals, project work plans, and procedural outlines are available.

The guidelines are detailed and generally applicable. The incumbent selects, and, on occasion, adapts guidelines or procedures to be used.

Factor 4, Complexity

Work involves routine data preparation and analysis, as well as specific assignments of special need and interest.

In addition, time is spent in the field collecting data and assisting in study projects and in the technical maintenance and operation of recording equipment which presents differing situations and problems to be considered.

Factor 5, Scope and Effect

The purpose of the work is to perform technical tasks in support of the unit's hydrology project work.

Work performed facilitates greater understanding of hydrology and watershed management to determine present and future planning in hydrologic studies and land use.

Factor 6, Personal Contacts

Contacts are with supervisor and coworkers in the unit or related units.

Factor 7, Purpose of Contacts

Contact with supervisor is to receive work assignments and to develop and understand work plans, objectives, and procedures. Contact with coworkers is to jointly organize and execute work assignments.

Factor 8, Physical Demands

Office work is mostly sedentary requiring careful concentration for accurate data analysis. Technical servicing and repair of equipment requires some heavy lifting. Field work involves traveling by truck and, in winter, snowmobile to study locations. Field work involves extensive hiking over rough terrain while carrying equipment and tools.

Factor 9, Work Environment

Work is performed both in the office and the field. Outdoor work is performed under most weather conditions. Office work is done in an office setting with some laboratory work.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5117	4a. FLSA STATUS N (E - EXEMPT / N - NON-EXEMPT)	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Geologist	GS	1350	51	5	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
GEOL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5117

GEOLOGIST, GS-1350-5

Introduction

This position is located in a Forest Service field unit. The incumbent serves as a basic trainee in the field of geology.

Major Duties

Duties are to provide work and training experience to prepare the incumbent for a more advanced geologist position and secondarily to accomplish the unit's resource goals and objectives. Duties include gaining experience in resource management activities such as Forest Service land management planning and implementation; geologic survey and investigation techniques and procedures used to identify management opportunities; conducting geologic studies and preparing reports of findings to properly identify geologic environment, and evaluate mineral resources; standard administrative procedures including programing and budgeting; and Forest Service policy and procedures.

Assists in collecting data, taking samples, making observations, and reporting findings to allow management to assess potential and evaluate impacts of development of geologic resources on forest management, and the inverse impact of forest management on geologic resources.

Other duties include brief assignments to other functional areas to gain understanding of how other functions operate and how geologic information may be used by these other related disciplines.

Factor 1, Knowledge Required by the Position

Knowledge of basic geologic principles, concepts and methodology to enable the incumbent to satisfactorily perform trainee-level duties.

Skill in expressing written and verbal thoughts to document and report technical aspect of work.

Factor 2, Supervisory Controls

The supervisor assigns work that is accompanied by clear, detailed and specific instructions including target completion dates.

Incumbent works as instructed consulting with supervisor on all matters not specifically covered in the original instructions or guidelines.

Work is reviewed at key progress points and on completion for technical accuracy and adherence to instructions and established procedures.

Factor 3, Guidelines

Guidelines include Agency manuals, handbooks, pertinent laws, Executive Orders, and regulations in all fields of resource management. These detailed guidelines are directly applicable to the assigned work.

Incumbent works in strict adherence to the guidelines, consulting the supervisor for authorization of any deviations.

Factor 4, Complexity

Assignments are to provide training in the application of basic professional knowledges and in the use of scientific methods, procedures, and techniques.

Factors to be considered differ with the subject, phase or issue involved in each assignment. Applicable alternatives are few and easily recognizable.

Assignments are screened to eliminate difficult or unusual problems.

Factor 5, Scope and Effect

The primary purpose is to orient the trainee in the practical application of policy, rules and regulations as they relate to forest management.

The effect of the work is to provide geologic information thus improving the quality of Forest resource management.

Factor 6, Personal Contacts

Contacts are with unit employees in geology and related disciplines, other agencies, and private individuals or groups.

Factor 7, Purpose of Contacts

Contacts are to determine the need for geologic information and to exchange geologic information with other agencies and private groups.

Factor 8, Physical Demands

The work requires physical exertion such as walking over rough terrain.

Factor 9, Work Environment

Work is performed in an office and field. Field work hazards include risk of injury from falls, strains, and exposure to inclement weather.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5082	4a. FLSA STATUS N 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Geologist	GS	1350	51	7	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) GEOL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS. (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5082

GEOLOGIST, GS-1350-7

Introduction

This position is located on a Forest Service unit. The incumbent serves in an advanced training and development position in the field of geology and assists higher grade geologists in carrying out assignments.

Major Duties

Performs assignments of limited scope and complexity which are designed to contribute to the continuing professional development of the employee. Duties include gaining experience in land management planning and implementation; geologic survey and investigation techniques and procedures used to identify management opportunities; conducting geologic studies and preparing reports of findings to properly identify geologic environment and evaluate mineral resources; inspecting or administering on-the-ground operations; and standard administrative procedures, such as program budgeting.

Assists in collecting data, taking samples, making observations, and reporting findings that allow management to assess potential and evaluate the impacts of development of mineral resources on forest management, and the inverse impact of forest management on a variety of geologic resources.

Factor 1, Knowledge Required by the Position

Knowledge of the professional concepts and methods of geology with sufficient knowledge of standard practices in order to collect, analyze and evaluate data, and to perform recurring assignments of limited scope and complexity.

Skill in expressing thoughts both verbally and in writing to document and report on technical aspects of work.

Ability to perform a variety of measurements, computations, compilations, and analyses to assist higher grade geologists.

Factor 2, Supervisory Controls

Supervisor provides developmental assignments with general instructions as to objectives and procedures to be used along with quality, quantity and timeliness expected.

Work of a repetitive nature is performed independently without specific instruction. The employee consults with supervisor and/or higher grade geologist on any deviations, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and/or established procedures. New assignments are reviewed closely.

Factor 3, Guidelines

Guidelines include Agency handbooks and manuals, pertinent laws, Executive Orders and regulations. These detailed guidelines usually are directly applicable to the assigned work.

The employee exercises some judgment in making minor deviations to adapt guidelines to specific cases. Where existing guidelines are inadequate or deviations are significant, incumbent consults with supervisor.

Factor 4, Complexity

Work consists of varied continuing and special assignments designed to provide diversified experience as a foundation for future responsibility.

Tasks involve different and unrelated processes and methods. The work requires familiarity and judgment in selecting appropriate alternatives from among a number of standard geologic principles, methods and practices, in order to solve relatively limited problems.

Collects, analyzes, and interprets various geologic factors and conditions determining interrelationships, deviations, and their relationship to forest resource management.

Factor 5, Scope and Effect

The purpose is to execute specific rules, regulations, and procedures in relatively routine geologic activities, or portions of more complex activities of a broader scope.

Work efforts affect the accuracy, reliability, and acceptability of forest resource management while relieving higher grade specialists of routine work.

Factor 6, Personal Contacts

Contacts are primarily with unit employees working in forest resources, engineering, and related disciplines; external contacts include local, State, and other Federal agencies dealing with geologic activities.

Factor 7, Purpose of Contacts

Contacts are to furnish geologic information and to exchange geologic information with external agencies.

Factor 8, Physical Demands

Work may include hiking over rough, uneven ground.

Factor 9, Work Environment

Work will be performed in an office and field environment. Field work includes risk of injury from falls and strains, and includes occasional exposure to inclement weather such as rain, cold, and heat.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5083	4a FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Geologist	GS	1350	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
GEOL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name: and Title:

21. **Classification Certification.** *I certify that this position has been classified as required by Title 5 U.S. Code in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly consistently with the most applicable published standards.*

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name: and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification job grading appeals and complaints on exemption from FLSA is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26 GRADE	27 EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT.				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5083

GEOLOGIST, GS-1350-9

Introduction

The position is located on a Forest Service unit. The position serves as a professional geologist performing a variety of conventional minerals and geology tasks.

Major Duties

Conducts geologic studies or investigations on a variety of projects where minerals and geology activities have an effect on development and/or management of forest resources.

Examines forest land and makes assessment of geologic potential.

Inspects mineral operations for compliance with operating plans.

Monitors mineral leasing activities on National Forest system lands.

Provides input to Forest Service land management planning efforts.

Participates in validity examinations to determine and make recommendations about the lack of a mineral discovery or reaffirm that a mineral discovery has been made.

Prepares reports of findings including the collection and analysis or review of data.

Factor 1, Knowledge Required by the Position

Professional knowledge of geologic principles and concepts sufficient to undertake moderately difficult resource management projects.

Knowledge sufficient to interpret the effect and impact of any change in the level or type of use of minerals and geology on other resources such as timber, range, wildlife, soils, and water.

Working knowledge of related disciplines, e.g., chemistry, mathematics, physics, geophysics.

Skill in oral and written communication sufficient to prepare reports and effectively present information.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall nature of the expected results.

The geologist independently plans the steps and techniques necessary to complete the assignments in accordance with established geology practices and techniques. Where unusual or unconventional conditions occur, the geologist discusses situation prior to taking action.

The supervisor reviews the work for technical adequacy and soundness, and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines include U.S. mining laws; Agency handbooks, manuals, land use plans and annual program of work; and policy of other federal agencies such as BLM or USGS. The guides may not be specific as to on-the-ground conditions that exist at any point in time, or the handling of particular problems.

The geologist selects from alternative methods or approaches which appear appropriate to the existing situation, and makes or recommends compromises required by technical considerations.

Factor 4, Complexity

Incumbent must collect, evaluate, and apply minerals and geology data using current policy and guidelines to make accurate decisions. Projects assigned vary greatly and the geologist must utilize existing concepts, modify previous concepts and precedents and develop new techniques to improve management opportunities.

Factor 5, Scope and Effect

The purpose of the work is to carry out conventional assignments in the unit's management of minerals and geology.

The work affects the management of minerals resources and may affect management of other forest resources.

Factor 6, Personal Contacts

Contacts are with agency personnel, permittees, applicants, company representatives, recreationists, and interest groups.

Factor 7, Purpose of Contacts

The contacts are to gather information, inspect work, solicit geologic data, monitor user activities, and obtain compliance with permits and plans of operation to ensure protection of the forest area.

Factor 8, Physical Demands

Work requires some physical exertion. Field inspections involve walking, standing, stooping and carrying of sampling equipment.

Factor 9, Work Environment

Some work is performed in an office setting. Field work may involve walking on steep uneven terrain, exposure to hot and cold weather extremes, and risks involved in drilling and quarrying operations.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5092	4a. FLSA STATUS E 0 - EXEMPT 1 - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION.
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION.
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION.
5. REESTABLISH A PERMANENT POSITION.
6. REESTABLISH AN OTHER THAN PERMANENT POSITION.

7. OPM CERTIFICATION NO

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Geologist	GS	1350	51	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
GEOL

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor   Date

Typed Name: and Title:

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg   4-2-84
Signature   Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

21a. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office Of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE '2' OR CODE '4' HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT.	26 GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS: (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5092

GEOLOGIST, GS-1350-9

Introduction

Serves as a professional geologist on a Ranger District of a National Forest. Performs a variety of tasks requiring the ability to work independently on a limited study or problem or a segment of a larger assignment.

Major Duties

Formulates and executes plans for minerals management on the District. Develops annual and short range resource work plans, and obtains manpower, equipment and materials required to carry out these plans. Makes adjustments as required due to seasonal plans or emergencies.

Administers the District's minerals area management program. Reviews annual operating plans, prepares EAR's and writes minerals permits. Administers oil and gas leasing, lease exploration activities and operating mining activities, ensuring the operator complies with approved operating plans and that disturbed sites and access roads are properly rehabilitated.

Reviews special use permit applications related to minerals activities. Coordinates interdisciplinary input, and prepares EAR's and special use permits if appropriate. Administers these activities to ensure that permittees are complying with terms and conditions of the approved permit.

Provides geological input into the land use decisionmaking process on the District.

Participates in validity and mineral character examinations. Determines and makes recommendations about the lack of a mineral discovery or reaffirms that a mineral discovery has been made; or if the lands are mineral or nonmineral in character.

Factor 1, Knowledge Required by the Position

Professional knowledge of geological principles and concepts, and a practical knowledge of conventional mining and petroleum engineering methods and techniques sufficient to undertake moderately difficult minerals management projects.

Knowledge of related disciplines pertaining to engineering, soils and hydrology in order to evaluate drilling and mining operations as they relate to current environmental conditions and surface protection.

Knowledge of Agency policies, procedures and requirements concerned with the multiple use of forest resources.

Working knowledge of mineral leasing and general mining laws and applicable rules and regulations.

Skill in oral and written communication sufficient to prepare documents and effectively present information.

Factor 2, Supervisory Controls

The supervisor identifies boundaries of the project assignments, critical deadlines, and the overall nature of the expected results.

The geologist independently plans the steps and techniques necessary to complete the assignments in accordance with established minerals area management practices and techniques. Where unusual or unconventional environmental conditions are encountered, or where the problems require modification of established practices, the incumbent generally discusses the action planned with the supervisor before taking action.

The supervisor reviews the work for technical adequacy and soundness, and accomplishment of overall objectives.

Factor 3, Guidelines

Guidelines include Agency policies and manuals, BLM and USGS policies and procedures, annual work plans, U.S. mining and mineral laws, land use plans, and precedent cases. Guides are not specific to the on-the-ground conditions or to the handling of particular problems.

The geologist must select from alternative methods or approaches which appear appropriate to the existing situation, and make or recommend compromises required by technical consideration.

Factor 4, Complexity

The geologist must collect, evaluate, and apply minerals data using current policy and guidelines to make accurate decisions in conformance with established laws and regulations.

Projects vary greatly and the geologist must utilize existing concepts as well as modify previous concepts and precedents and develop new techniques to improve management opportunities.

Factor 5, Scope and Effect

The purpose of the position is to plan, administer, and execute the minerals area management program.

The work affects the management of minerals resources and may affect management of other forest resources.

Factor 6, Personal Contacts

Contacts are with Agency personnel, permittees, applicants, company representatives, other agency personnel, and other forest users.

Factor 7, Purpose of Contacts

The contacts are to gather information, inspect work, solicit geologic data, monitor user activities, obtain compliance with permits and plans of operation, ensure protection of the forest, and exchange information.

Factor 8, Physical Demands

Work is both sedentary and physically exerting. Field inspections involve walking, standing, stooping, and carrying moderately heavy equipment.

Factor 9, Work Environment

Work is performed in both an office and field environment. Field work hazards include risk of injury from falls, sprains, and industrial mineral exploration and development equipment, occasional exposure to inclement weather such as rain, cold, and heat, as well as underground mine conditions. Safety precautions require wearing of appropriate safety equipment, and having the necessary training for underground safety procedures.

46--926

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N5084	4a. FLSA STATUS E	4b. DUTY-HOP CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Geologist	GS	1350	31	11	04	02	84	Kqs
FIELD									

14. OFFICIAL TITLE ABBREVIATED
GEOL

15. WORKING TITLE IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. [illegible]

Signature of Supervisor
Date
Typed Name and Title

21. **Classification Certification:** [illegible]

Katherine Q. Solberg
Signature
4-2-84
Date

Typed Name and Title
Katherine Q. Solberg
Position Classification Specialist

[illegible]	Initials	Date	Initials	Date	Initials	Date
a. [illegible]						
b. [illegible]						
c. [illegible]						

[illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 WAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

[illegible]

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5084

GEOLOGIST, GS-1350-11

Introduction

Serves as a professional geologist on a National Forest with responsibility for planning, administering and providing professional expertise in minerals and geology programs.

Major Duties

Administers mineral leasing activities on National Forest system lands.

Conducts geologic studies and investigations on a variety of projects where geology and mineral activities have an effect on development and/or management of forest resources. Such studies and investigations require considerable planning for proper execution.

Examines forest land and makes assessment of mineral potential in order to develop, evaluate, and administer minerals management activities.

Applies geologic principles to methods of prospecting, exploration, development, and mining and their related impacts.

Investigates and determines the geologic limitations and capacities of projects in a specific geographical area.

Conducts comprehensive investigations, evaluations, and reports on ground water conditions for water well sites, geologic hazards, and unique geologic resources, such as paleontologic sites.

Participates on interdisciplinary teams for evaluating the impact of Forest Service and non-Forest Service activities on Forest lands.

Conducts validity examinations to determine and make recommendations about the lack of a mineral discovery or to reaffirm that a mineral discovery has been made.

Serves as expert witness providing testimony in validity determination cases.

Factor 1, Knowledge Required by the Position

Professional knowledge of geologic principles, concepts, and techniques to conduct geologic investigations, prepare reports, and advise management on geologic aspects of projects.

Knowledge of mineral leasing, general mining laws and applicable rules and regulations to administer ongoing minerals development activities.

Working knowledge of related disciplines such as chemistry, mathematics, physics, geophysics, hydrology, soils, and engineering as they relate to minerals and geology.

Ability to independently plan and conduct assignments, compile and evaluate results, and prepare maps and reports of findings.

Knowledge of land management activities and land use impacts sufficient to analyze and recommend actions that support good land management practices.

Skill in oral and written communications sufficient to write reports and effectively present information.

Factor 2, Supervisory Controls

The supervisor assigns work in terms of scope, general objectives, and time limitations.

Incumbent independently plans and carries out the work; resolves most problems and conflicts as they arise; coordinates work with others as necessary; and interprets policy on own initiative in terms of established objectives. Keeps supervisor apprised of progress and only seeks advice in unusual or novel situations involving Agency policy.

Completed work is reviewed generally for meeting program objectives and adequacy of conclusions presented.

Factor 3, Guidelines

Guidelines include U.S. mining laws and regulations; Forest Service policy, procedures, manuals, and handbooks; and policy of other federal agencies such as BLM, USGS.

Guidelines are inadequate for complex situations and require judgment in selecting, modifying and applying methods and techniques to fit specific situations and problems.

Factor 4, Complexity

Assignments are conventional studies as well as complex projects that have significant impact on Forest planning and management decisions. Work requires the independent application of geologic practices and the review and approval of work by others. Modification of standard practices is often necessary and requires professional judgment and a thorough knowledge of technical aspects and possible implications of the changes.

Incumbent must independently assess and evaluate technical, economic, and environmental factors affecting projects, and select or modify conventional practices as required.

Factor 5, Scope and Effect

The purpose of the work is to develop, coordinate, and conduct the minerals and geology program.

Decisions often relate to long term development of minerals resources, which requires coordination and cooperation with other agencies.

Factor 6, Personal Contacts

Contacts are with other geologists and personnel in other disciplines, other Federal, State and local agencies, company representatives, permittees, applicants, and a variety of special interest groups.

Factor 7, Purpose of Contacts

Contacts are to maintain cooperation, resolve mutual geological problems, provide technical advice and coordination regarding minerals operations, and resolve resource conflicts which arise in the course of minerals management activities.

Factor 8, Physical Demands

Work requires some physical exertion. Field inspections involve walking, standing, stooping, and carrying of sampling equipment.

Factor 9, Work Environment

Some work is performed in an office setting. Field work may involve walking on steep uneven terrain, exposure to hot and cold weather extremes, and risks involved in drilling and quarrying operations.

46--930

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

AGENCY CODE	EMPL OFF CODE	POSITION NUMBER	STANDARD JOB NUMBER	FLSA STATUS		
11		5	[illegible]	[illegible]		

0 - NO
1 - NONCRITICAL
2 - CRITICAL

1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 REESTABLISH A PERMANENT POSITION
6 REESTABLISH AN OTHER THAN PERMANENT POSITION

EMPLOYING OFFICE LOCATION

AGENCY USE

CLASSIFICATION ACTION

BY	OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	INITIALS
OPM									
DEPARTMENT									
AGENCY	Cartographic Aid	GS	1371		3	04	02	84	kgs
FIELD									

OFFICIAL TITLE ABBREVIATED: CARTO AID

WORKING TITLE IF ANY ABBREVIATED:

AGENCY USE

ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

[illegible]

Signature of Supervisor

Date

Typed Name and Title

Classification Certification: [illegible]

Katherine O. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

[illegible]

POSITION BEING REVISED OR REPLACED

[illegible]

Agency Copy

-FSH 10/84 AMEND 3-

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5032

CARTOGRAPHIC AID, GS-1371-3

Introduction

This position is locate in a Forest Service unit to perform duties involving scribing, placement of stickup materials, and similar drafting work on a variety of color separation materials for new and revised maps.

Major Duties

The assignment involves working with positive and negative map separations in a variety of scales requiring precise registration. Performs the following representative tasks:

Performs fine-line scribing and drafting, maintaining uniformity in line weights, widths, and placement.

Selects style and size of type from standard or specially ordered stock.

Requisitions stickup materials for use in completion of assignments.

Positions and applies stickup material for map legend, geographic names, and description notations.

Uses light tables and instruments such as parallel bars, triangles, rulers, templates, scales, tweezers, exacto knives, and operates a registration punch.

Factor 1, Knowledge Required by the Position

Skill in drafting and scribing lines, features, and symbols in accordance with portrayal standards involving accuracy, width, weight, uniformity, and placement.

Skill in selecting, adjusting, and positioning features from source maps of various scales.

Skill in using mechanical devices to produce lettering for titles, geographic names, and descriptive notations.

Skill in applying stickup lettering and symbols in areas of crowded detail.

Factor 2, Supervisory Controls

The supervisor is a higher grade employee who makes daily/weekly assignments.

In normal, recurring situations the incumbent carries out standard work methods without specific instructions. Supervisor provides instruction for resolving problems involving unfamiliar or unusual situations or methods.

Work is checked for accuracy and conformance to instructions by periodic review. Unusual or complex assignments are monitored continuously in progress.

Factor 3, Guidelines

The employee is provided detailed and directly applicable guidelines such as precedent material, established practices, techniques, specifications, and instructions for each assignment.

The employee uses established methodology in performing the work. Situations requiring deviations from existing guidelines are referred to the supervisor .

Factor 4, Complexity

At this level, the employee is concerned with a few related tasks involving a stage of a mapping process.

Procedures are well established, and few significant problems are encountered, e.g., no dense topography or rugged terrain.

Factor 5, Scope and Effect

The purpose of the work is to carry out a series of sequential tasks for standardized operations of the mapping process.

Work efforts affect the timeliness, accuracy, reliability and acceptability of further products and processes.

Factor 6, Personal Contacts

Personal contacts are primarily with other aids, technicians, and cartographers within the work unit, and related work units.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining, relaying, or exchanging information.

Factor 8, Physical Demands

The work is principally sedentary, although there may be some walking, standing, and handling of heavy map manuscripts.

Factor 9, Work Environment

Work is usually performed in an office setting where normal temperatures, humidity, adequate lighting, and control of noise levels are maintained.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	5. FLSA STATUS
	11		1	NS041	N

	OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	INITIALS
OPM									
DEPARTMENT									
AGENCY	Cartographic Aid	GS	1371		4	09	12	84	
FIELD									

OFFICIAL TITLE (ABBREVIATED): CARTO AID

ORGANIZATIONAL STRUCTURE (CODES) 1ST: 11

NAME OF AGENCY: Forest Service

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

Agency Copy

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5041

CARTOGRAPHIC AID, GS-1371-4

Introduction

This position is located in a Forest Service unit to perform tasks related to the scribing and drafting of maps.

Major Duties

Performs negative scribing and smooth drafting of noncongested map areas requiring limited interpretation of guide copy. Transcribes rectangular surveys, stereophoto-grammetrically compiled planimetric features, and municipal boundaries into high-quality delineation for reproducing maps by photographic and lithographic methods. Prepares color separation plates by photographic and lithographic methods or by ink or scribing methods. Transposes rough compilations into accurate, proper weight for map usage.

Applies trans-adhesive lettering to finished manuscript to identify planimetric features, townships, ranges, section numbers, and municipal boundaries. Assists supervisor or higher-grade draftsman in the preparation of trans-adhesive letter orders by recording the names, size, and style of letters needed as they are read off a previously published map. Makes necessary changes on original manuscripts to bring them up to date.

Factor 1, Knowledge Required by the Position

Knowledge of basic or commonly used rules, procedures, or operations which typically require some previous training or experience to perform simple, uncomplicated cartographic tasks.

Knowledge of the use and maintenance of scribing and inking tools and aids to complete mapping projects.

Knowledge of methods used to make corrections and additions to update maps to reflect current situations.

Factor 2, Supervisory Controls

The supervisor makes recurring assignments with quality, deadline, and quantity standards. New or unusual assignments are given with specific instructions.

The incumbent is expected to carry out recurring assignments on own initiative. The supervisor approves deviations from standard methods.

Recurring work is reviewed upon completion for technical adequacy and compliance with instructions. Unusual or new assignments receive closer supervision.

Factor 3, Guidelines

The employee is provided detailed and directly applicable guidelines, including precedent material, established practices, correction guides, map standards, and Forest Manuals/Handbooks.

Employee locates and selects appropriate guides but situations requiring deviations are referred to the supervisor.

Factor 4, Complexity

Assignments typically involve related steps and tasks generally associated with the drafting and scribing stage of the map making process. The employee determines the size, shape, proportion, and placement of letters, numbers, and symbols. Delineations are skillfully and artistically applied.

Accuracy and attention to detail are critical, and require the employee to exercise some skill in selecting the correct steps or procedures.

Factor 5, Scope and Effect

The purpose of the position is to perform drafting, scribing, and to apply stickup material to prepare color-separation overlays for new or revised maps.

The work affects timeliness, accuracy, and reliability of the maps and charts.

Factor 6, Personal Contacts

Personal contacts are primarily with other aids, technicians, and cartographers within the immediate work unit or related units.

Factor 7, Purpose of Contacts

Purpose of contacts is to obtain or exchange information related to assignments.

Factor 8, Physical Demands

The work is principally sedentary, although there may be some walking, standing, and carrying of source material, small supply items, or manuscripts. The technician may be subjected to occasional eye-strain as a result of fine line drafting.

Factor 9, Work Environment

Work is performed within an office setting with adequate lighting, heating, and ventilization.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	5. FLSA STATUS
11		1	55031	N

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Cartographic Technician	GS	1371		5	09	02	84	Kqs
FIELD									

14. OFFICIAL TITLE ABBREVIATED: CARTO TECHNCN

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST: 11

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

Signature of Supervisor

Date

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

-FSH 10/84 AMEND 3-

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POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5031

CARTOGRAPHIC TECHNICIAN, GS-1371-5

Introduction

This position is located in a Forest Service Unit to perform tasks related to the scribing and drafting of maps.

Major Duties

Performs moderately difficult inking and scribing of congested map copy. Uses aerial photos to aid in interpreting ambiguous copy. Scribes color separation plates for multi-color map printing. Performs the moderately difficult ink drafting required to add corrections and additions to existing maps.

Using existing maps and/or field completed sheets as a guide, accurately applies trans-adhesive lettering to completed manuscripts for identifying planimetric features, rectangular surveys, municipal boundaries, etc.

Plots road and trail locations to scale for transfer to map sheets. Mosaics negative reductions of other maps to fit accurately plotted control sheets.

Factor 1, Knowledge Required by the Position

Knowledge of cartographic procedures to perform moderately difficult tasks related to various procedures and practices involving one or more stages of map or chart making.

Knowledge of the use and maintenance of scribing and inking tools and aids to complete map projects.

Knowledge of reproduction process sufficient to prepare a completed map package.

Ability to mosaic negative reductions to fit accurately plotted control sheets.

Ability to make corrections and additions to existing maps and perform inking and scribing of congested maps to update existing maps.

Factor 2, Supervisory Controls

The supervisor makes assigments defining objectives and deadlines.

Assignments are completed independently in accordance with accepted practices and training. The supervisor is available to assist with unfamiliar projects.

Completed work is evaluated for technical adequacy, appropriateness, and conformity to policy.

Factor 3, Guidelines

The employee is provided detailed and directly applicable guidelines, including precedent material, established practices, correction guides, map standards, and Forest Service manuals and handbooks.

Employee may make minor deviations from such guides, but situations requiring significant deviation are referred to the supervisor.

Factor 4, Complexity

Assignments typically involve related steps and tasks generally associated with the drafting and scribing stage of the map making process.

The employee determines the size, shape, proportion, and placement of letters, numbers, and symbols.

Delineations are skillfully and artisically applied. At this level accuracy is critical.

Factor 5, Scope and Effect

The purpose of the position is to perform drafting and scribing and apply stickup material to prepare color-separation overlays for new or revised maps.

The work effort affects timeliness, accuracy, and reliability of the work of the unit.

Factor 6, Personal Contacts

Personal contacts are with other aids, technicians, and cartographers within the immediate work unit, or representatives of related or support units.

Factor 7, Purpose of Contacts

Purpose of contacts is to obtain, relay, or exchange information pertinent to assignments.

Factor 8, Physical Demands

The work is principally sedentary although there may be some walking, standing, or carrying of source materials, supply items, or manuscripts. The technician may be subjected to occasional eye strain as a result of fine line drafting.

Factor 9, Work Environment

Work is performed within an office setting with adequate lighting, heating, and ventilation.

46--942

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11

4. STANDARD JOB NUMBER: 55064

FLSA STATUS: N

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	INITIALS
OPM									
DEPARTMENT									
AGENCY	Land Surveyor	GS	1373	51	5	04	02	84	
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): LAND SURVYR

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES): 1ST 11

18. DUTY STATION

19. NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. [illegible]

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification. [illegible]

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5064

LAND SURVEYOR, GS-1373-5

Introduction

This position is located on a Forest Service unit. The position serves as a trainee in land surveying.

Major Duties

Works closely with higher grade professionals and technicians to acquire the experience necessary to plan, organize, and execute field surveying projects.

In a training capacity, works as instrumentman on field survey parties with responsibility for operating levels, theodolites, distance measuring devices, and other equipment used in cadastral as well as geodetic and engineering survey work.

Under supervision of higher grade employees, prepares routine legal descriptions, plats, and survey reports.

Checks and compiles field survey data and makes appropriate mathematical computations for traverse closures.

Factor 1, Knowledge Required by the Position

Requires a basic professional knowledge of land surveying concepts and principles commensurate with those acquired through a bachelors degree program or equivalent experience.

Factor 2, Supervisory Controls

The supervisor assigns work on the basis of detailed instructions.

Work is carried out in accordance with prescribed instructions.

Completed work is reviewed in terms of the incumbent's progress in obtaining knowledge and experience necessary for eventual completion of state licensing requirements for registration.

46-944

Factor 3, Guidelines

Guides include technical manuals, Agency directives, and written instructions which are detailed and directly applicable to assigned tasks.

Works in strict adherence to such guidelines and consults the supervisor for directions when any deviations are encountered.

Factor 4, Complexity

Performs specific, often unrelated, tasks to develop the incumbent's expertise in professional land surveying. Performs routine and detailed tasks inherent in surveying assignments performed by higher grade employees.

Factor 5, Scope and Effect

The purpose of the work is to orient the incumbent in the practical application of the basic principles and theory of land surveying.

The effect of the work is to promote the accomplishment of surveying and engineering work on the Forest.

Factor 6, Personal Contacts

Contacts are with other surveyors, engineers, and surveying technicians, with landowners, and officials of other agencies when accompanied by higher grade employees as a part of established training assignments.

Factor 7, Purpose of Contacts

Contacts are for the purpose of researching survey data and obtaining advice and instructions as well as broadening experience in land surveying.

Factor 8, Physical Demands

Requires periodic physical exertion including extended periods of standing; walking over steep, rocky terrain; and recurring lifting and carrying of surveying equipment into remote areas.

Factor 9, Work Environment

Works in both office and field setting. Field survey work frequently involves exposure to adverse weather conditions, extremes in temperature, and hazards associated with travel over steep, rocky terrain or heavily forested areas.

46-966

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	4b. SUPV/MGR CODE
	11			55065	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. [illegible] FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. [illegible]
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Land Surveyor	GS	1373	31	7	09	02	84	Kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
15. WORKING TITLE (IF ANY) (ABBREVIATED)

16. AGENCY USE
LAND SURVYR

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. [illegible]

Signature of Supervisor
Date
Typed Name and Title

21. **Classification Certification:** [illegible]

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

[illegible]	Initials	Date	Initials	Date	Initials	Date
a. [illegible]						
b. Supervisor						
c. [illegible]						

[illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	25. OCCUP. SERIES FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	29. DUTY STATION CITY CODE	29. DUTY STATION COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

[illegible]

Agency Copy

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POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5065

LAND SURVEYOR, GS-1373-7

Introduction

This position is located on a Forest Service unit. As an advanced trainee, the incumbent performs limited professional duties designed to increase experience and judgment.

Major Duties

Directs field surveying projects of sufficient scope to promote the continued growth and development of the incumbent in cadastral surveying as well as application of State and Federal land laws.

Conducts studies of routine cases requiring historical searches of property ownership; previous surveys of the area; and the pattern of political, geographic, and economic influences that surround the property involved.

Conducts limited record searches; evaluates the information obtained; and performs the necessary survey work associated with the initial location or reidentification of property lines, section corners, and surveying monuments.

Directs assigned survey parties in the execution of limited cadastral, geodetic, and engineering survey projects. Works as instrumentman on larger projects with responsibility for operating theodolites, levels, electronic distance measuring devices, and other equipment used in cadastral, geodetic, and engineering survey work.

Audits and verifies field survey data. Uses programmable calculators to compute traverse closures and other geometric solutions.

Prepares routine legal descriptions, plats, and survey reports.

Factor 1, Knowledge Required by the Position

Requires professional skills and knowledge of land surveying techniques as well as a knowledge of Federal and State land laws pertaining to the Forest areas.

Requires working knowledge of Agency directives and policies on the establishment of property boundaries, rights-of-way, and ownership disputes.

Factor 2, Supervisory Controls

The supervisor provides initial instruction and guidance on assignments involving requirements unfamiliar to the incumbent.

Must exercise initiative in searching for and gathering information, analyzing data, and conducting the necessary surveying work.

Completed work is reviewed for adequacy, completeness, accuracy of findings, and soundness of judgment.

Factor 3, Guidelines

Receives guidance from surveying manuals, Agency directives, U.S. Manual of Surveying Instructions, and applicable land laws as well as legal decisions covering ownership disputes.

Incumbent must use judgment in selecting and adapting guidelines.

Factor 4, Complexity

Compiles and analyzes ownership data and conducts field surveys of limited difficulty to establish property boundaries, rights-of-way, and geodetic control for mapping and road construction. Must independently carry out field assignments of routine difficulty involving minor boundary disputes and legal complexities.

Factor 5, Scope and Effect

The scope of the work is the execution of limited project assignments required in the Forest's landline and corner search programs as well as routine property surveys involving little controversy.

The effect of the work is to promote the accomplishment of the long range surveying priorities established on the unit.

Factor 6, Personal Contacts

Contacts are with others surveyors, engineers, surveying technicians, and resource managers; landowners; and officials of other agencies.

Factor 7, Purpose of Contacts

Contacts are for researching historical property ownership data, obtaining facts relative to existing surveys and property boundaries, and seeking permission to conduct field surveys on private lands.

Factor 8, Physical Demands

Requires substantial physical exertion including extended periods of foot travel over steep, mountainous terrain and forested areas. Requires lifting and carrying surveying equipment into remote areas.

Factor 9, Work Environment

Works in both office and field settings. Field survey work frequently involves exposure to adverse weather conditions, extremes in temperature, and hazards associated with travel in remote mountainous areas.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 55066	4a. FLSA STATUS E	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Land Surveyor	GS	1373	31	9	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
LAND SURVYR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title
Katherine Q. Solberg
Position Classification Specialist

Pre. Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. [illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 WAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
(REV. 1-79)

Agency Copy

Standard Job No. N5066

LAND SURVEYOR, GS-1373-9

Introduction

This position is located on a Forest Service unit. The incumbent performs land surveys and related work.

Major Duties

Under the authority of a properly certified, higher grade land surveyor, plans and conducts cadastral surveying projects of a complex nature, usually involving conflicting title data or fragmentary corner evidence requiring considerable research and evaluation and the proper application of pertinent State and Federal laws.

Assembles all survey project data and performs the necessary mathematical computations involved in traverse closure, azimuth determination, state plane coordinate transformation, section subdivision, route alignment, and location.

Prepares preliminary and final survey plats, drawings, reports, legal records, and title descriptions for review and approval by a registered land surveyor.

Serves as a contract inspector ensuring compliance with contract specifications on survey projects contracted with private surveying firms.

Provides technical guidance and training to Forest survey personnel performing cadastral, geodetic, rights-of-way, and engineering surveys.

Responsible for maintenance, calibration, and adjustment of precision surveying instruments and related equipment.

Factor 1, Knowledge Required by the Position

Professional knowledge of established surveying principles and techniques as well as working knowledge of pertinent Federal and State land laws and their effect on and application to property boundary determination.

Comprehensive knowledge of Agency policy and standards pertaining to property, rights-of-way, and geodetic surveys.

Skill in the use of programable calculators and proficiency in performing complex surveying computations.

Skill in the operation, calibration, and adjustment of precision surveying instruments, such as theodolites, electronic distance measuring equipment, north-seeking gyros, laser range poles, etc.

Skill in written and oral communication necessary for preparation of correspondence, project reports, and presentation of formal and informal instruction.

Factor 2, Supervisory Controls

The supervisor assigns work by project, giving general instructions and deadlines.

Work is performed with considerable latitude for making numerous judgment decisions, resolving unforeseen conflicts, and determining the approach and method to be used.

Project work is reviewed for legal sufficiency and compliance with standards, policies, and regulations.

Factor 3, Guidelines

Guidelines include Agency manuals and handbooks, U.S. Manual of Surveying Instructions, and standard reference texts on land surveying, as well as applicable Federal and State land laws and legal decisions.

Incumbent exercises independent judgment in interpreting, selecting from alternative methods, and applying appropriate guides.

Factor 4, Complexity

Plans and conducts surveying projects of varying difficulty. Such projects usually involve significant legal and technical problems requiring the comprehensive assembly and evaluation of evidence and the diversified application of methods, techniques, and procedures. Projects often require departure from standard practices with appropriate procedures independently implemented within the framework of the legal and technical standards.

Factor 5, Scope and Effect

The land surveyor provides technical expertise required for the execution of survey project assignments involving the establishment of property boundaries, obtaining rights-of-way and easements, and establishing geodetic survey control for photogrammetric, mapping, and engineering projects.

The effect of the work is to provide for accomplishing long range surveying priorities established by the Forest.

Factor 6, Personal Contacts

Contacts are with land surveyors, engineers, and resource managers at the Regional, Forest, and District levels; landowners; officials of other agencies; and private sector professional land surveyors.

Factor 7, Purpose of Contacts

Contacts are for the purpose of researching historical property ownership data, obtaining facts relative to existing surveys and their legal boundaries, and seeking permission to conduct field surveys on private lands.

Factor 8, Physical Demands

Requires substantial physical exertion including extended periods of foot travel over steep, mountainous terrain and forested areas. Requires lifting and carrying surveying equipment by foot into remote areas.

Factor 9, Work Environment

Works in both office and field setting. Field survey work frequently involves exposure to adverse weather conditions, extremes in temperature, and hazards associated with travel in remote mountainous areas.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

Agency code: 11

Standard job number: [illegible]

FLSA status: N

Agency	Student Trainee (Hydrology)	GS	1399		1	04	02	84

STUD TR (HYDROL)

11

Forest Service

Katherine Q. Solberg 4-2-84

Katherine Q. Solberg
Position Classification Specialist

Agency Copy

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Standard Job No. N4003

STUDENT TRAINEE (Hydrology), GS-1399-3

Introduction

This position is located on a Forest Service unit. The purpose is to function as a student trainee in hydrology under a cooperative education agreement with a college or university.

Major Duties

Gains work experience with hydrologists and other professionals performing technical and basic professional duties related to forest management and the hydrologic cycle.

Assists in completing water resource inventories by recording simple data. Collects, analyzes, or transmits water samples to water quality laboratory. Assists in development and implementation of water resource improvement plans. Summarizes State water laws.

Factor 1, Knowledge Required by the Position

Completion of 1 academic year of study.

Basic mathematical skills to make mathematical computations.

Skill in following instructions and understanding training instructions.

Factor 2, Supervisory Controls

The supervisor makes assignments that are accompanied by clear, detailed, and specific instructions including quantity and quality expected, timeliness, etc.

Incumbent carries out recurring assignments independently. Deviations, problems or unfamiliar situations are referred to supervisor.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed at critical points

Factor 3, Guidelines

Guidelines include oral instructions, Agency manuals and handbooks, detailed user manuals, and technical references.

Any deviation must be approved by the supervisor.

Factor 4, Complexity

The work consists of specific tasks to provide work experience and training.

As the incumbent gains knowledge and experience, tasks will become increasingly difficult and varied requiring independent action. The assigned tasks must be completed on a timely basis.

Factor 5, Scope and Effect

The work is formulated to provide work experience and training.

The assigned work will facilitate the attainment of the unit's targets.

Factor 6, Personal Contacts

Contacts are with higher grade water resource management employees within the unit. Contacts also include employees working in relating disciplines.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the employee to professional and technical expertise and to provide knowledge of water resource management within the Agency and in cooperation with other Government agencies. Persons having contact with the employee will be primarily interested in the progress of the individual toward professional development and employment.

Factor 8, Physical Demands

The job includes office work requiring little physical effort while field work may require walking in difficult terrain and wading in streams.

Factor 9, Work Environment

The work requires field and office work. Field work hazards include working near and in lakes and streams. Occasional exposure to inclement weather may also be required.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 54004	N

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Student Trainee (Hydrology)	GS	1399		4	04	02	84	kgs
FIELD									

STUD TR (HYDROL)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. [illegible]

Signature of Supervisor Date

21. Classification Certification: [illegible]

Katherine Q. Solberg 4-2-84

Signature Date

Katherine Q. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

[illegible]

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N4004

STUDENT TRAINEE (Hydrology), GS-1399-4

Introduction

This position is located on a Forest Service unit. The purpose is to function as a student trainee in hydrology under a cooperative education agreement with a college or university.

Major Duties

Gains work experience with hydrologists and other professionals performing technical duties related to forest management and the hydrologic cycle.

Assists in completing water resource inventories by collecting and recording data.

Assists in summarizing and analyzing water resource data by making computations.

Collects, analyzes, or transmits water samples to water quality laboratory.

Assists in development and implementation of water resource improvement plans.

Summarizes State water laws.

Factor 1, Knowledge Required by the Position

Must have completed 2 years of academic study.

Ability to communicate effectively, orally and in writing.

Knowledge of basic hydrologic techniques to perform collection and simple analysis.

Knowledge of statistics to make statistical computations.

Factor 2, Supervisory Controls

Supervision is by a higher grade professional who makes recurring assignments in terms of objectives, without explicit instructions as to work methods. New or more difficult assignments are made with specific guidance.

Incumbent carries out recurring assignments independently. Deviations, problems, or unfamiliar situations are referred to supervisor.

Completed routine work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Guidelines include oral instructions, Agency manuals and handbooks, detailed user manuals and technical references. Any deviations must be approved by supervisor.

Some guides may be used for reference only after employee becomes familiar with work aspects.

Factor 4, Complexity

The work consists of tasks to provide work experience and training for the student.

Assignments involve following well-established procedures and planned sequence of steps.

As the incumbent gains knowledge and experience, tasks will become increasingly difficult and varied requiring independent action. The assigned tasks must be completed on a timely basis.

Factor 5, Scope and Effect

The work is formulated to provide work experience and training for the employee.

The work will facilitate the attainments of the unit's targets.

Factor 6, Personal Contacts

Contacts are with higher grade water resource management employees both within and outside the Forest Service. Incumbent also works with Agency personnel working in related disciplines.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the employee to professional and technical expertise and to provide knowledge of water resource management within the Forest Service and in cooperation with other Government agencies. Persons having contact with the employee will be primarily interested in the progress of the individual toward professional development and employment.

Factor 8, Physical Demands

The job includes office work requiring little physical effort, while field work may require walking in difficult terrain and wading in streams.

Factor 9, Work Environment

The work requires field and office work. Field work hazards include working near and in lakes and streams. Occasional exposure to inclement weather may also be required.

POSITION CLASSIFICATION HANDBOOK

11			54005	N	

	Student Trainee (Hydrology)	GS	1399		1	09	02	84	kqs

STUD TR (HYDROL)

11

Forest Service

Katherine Q. Solberg 9-2-84

Katherine Q. Solberg
Position Classification Specialist

Agency Copy

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46--962

POSITION CLASSIFICATION HANDBOOK

Standard Job No. 144005

STUDENT TRAINEE (Hydrology), GS-1399-5

Introduction

This position is located on a Forest Service unit. The purpose of this position is to serve as a student trainee in hydrology under a cooperative education agreement with a college or university.

Major Duties

The incumbent works independently, assists higher grade hydrologists, or works as an interdisciplinary team member in accomplishing selected uncomplicated portions of projects which include the following:

Participates in water resource inventories including data collection, analysis and interpretations.

Assists in the preparation of water quality monitoring plans including computer data storage and retrieval.

Prepares and implements watershed restoration plans.

Collects, analyzes and/or transmits water samples to water quality laboratory.

Drafts simple environmental assessments or portions of complex analyses.

Performs field assignments to broaden knowledge of Forest Service activities. May be assigned work in areas such as timber, fire, wildlife, recreation, range, engineering, or business management.

Factor 1, Knowledge Required by the Position

Completion of three-fourths of the academic requirements for a bachelor's degree in hydrology and one period of work under a cooperative education agreement as a GS-4, or

Completion of 2 1/2 years of academic study and 6 months of work experience under a cooperative education agreement as a GS-4.

Knowledge of a wide variety of hydrology and management practices and procedures to enable incumbent to resolve a variety of problems.

Skill in application of statistics to make statistical comparisons.

Skill in following instructions to profit from training assignments.

Factor 2, Supervisory Controls

The supervisor assigns work by indicating what is to be done including quantity and quality expected, deadlines, and priorities. Supervisor gives specific instructions for new and/or more difficult assignments.

Incumbent carries out recurring assignments independently without explicit instructions. Problems of a type previously encountered or with precedents or guidance are usually resolved independently. The supervisor is available for assistance with unfamiliar problems.

Completed work is reviewed for accuracy and compliance with instructions. New or more complex assignments are reviewed in progress.

Factor 3, Guidelines

Specific guides are available and are provided to the incumbent. The incumbent works within the guides provided and any deviation that is required must be approved by the supervisor. Guides include Agency handbooks, detailed user manuals, and oral guides.

As the employee becomes familiar with work aspects, some judgment may be required in selecting from applicable guidelines.

Factor 4, Complexity

The work consist of tasks to allow a student trainee with prior Forest Service experience to gain additional training and experience for use in future professional work.

Assignments involve some unrelated processes to select and adapt methods and procedures based on the analysis of certain phases of the incumbent's assignments. Procedures are not completely standardized for some assignments.

As the incumbent gains knowledge, tasks will become increasingly varied providing for more independent action.

Factor 5, Scope and Effect

The overall objective is to provide the incumbent with work experience in a professional field and to benefit the Forest Service in technical tasks completed on a timely basis.

The work is formulated to continue the training of the incumbent in increasingly more complex activities which results in increasing the effect on the accurate completion of projects. The assigned work will facilitate attainment of the Forest and Region's targets.

Factor 6, Personal Contacts

Contacts include higher grade professional and technical employees within the unit and in other water resource management agencies.

Factor 7, Purpose of Contacts

Contacts are for the purpose of exposing the incumbent to professional and technical expertise and to provide knowledge of related planning and project work through a close working relationship. As the incumbent gains more experience, purpose of contacts may include coordination and the resolution of operating problems.

Factor 8, Physical Demands

The work requires physical exertion such as long periods of standing, walking over rough, uneven, steep and/or rocky surfaces with recurring stooping, reaching, bending, wading in streams, or similar activities. May require lifting of moderately heavy objects up to 50 pounds.

Factor 9, Work Environment

The work involves moderate risks, discomforts, or unpleasantness such as dust, hot or cold weather, wading in streams, etc. Special safety precautions are required and the employee will use protective clothing and/or equipment when warranted by the specific job.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 93093	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 5. REESTABLISH A PERMANENT POSITION 6. REESTABLISH AN OTHER THAN PERMANENT POSITION	7. OPM CERTIFICATION NO. 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Laborer	WG	3502		1	09	02	84	Lgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) LBRER	15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service	FIFTH LEVEL
SECOND LEVEL	SIXTH LEVEL
THIRD LEVEL	SEVENTH LEVEL
FOURTH LEVEL	EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor　　Date

Typed Name and Title

21. Classification Certification: I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg　　9-2-84

Signature　　Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

Re-view	Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and on complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

[illegible]

POSITION CLASSIFICATION HANDBOOK

Standard Job No. NS093

LABORER, WG-3502-1

Introduction

This position is located on a National Forest tree nursery concerned with production and development of tree seed and seedlings for Forest use. Work requires little or no specific skill, experience or training.

General

The incumbent performs the following tasks which are typical, but not necessarily all inclusive:

Pulls and counts seedlings. Sorts according to size, appearance, and physical condition; culling criteria is clearly defined by work supervisor or quality control person. Packs in boxes or bags for shipment. Threads seedlings for transplanting. As directed, dusts and sprays seedbeds and nursery stock. Rakes and gathers moss or leaf mold.

Rakes seedbeds for sowing. Plants grasses and legumes. Weeds seedbeds by hand or using hoe. Turns water sprayers on or off.

May remove rocks and do general clean-up work of nursery area.

Skill and Knowledge

Performs jobs which are preceded by specific instructions from the supervisor who monitors the work in progress. Work is repetitive in nature. Skill in the use of simple hand tools commonly associated with garden work is required (i.e., shovels, rakes, weeding tools, etc.).

Responsibility

Works under close supervision. Specific tasks are assigned verbally and/or by demonstration on a job-by-job basis. The employee is responsible for carrying out the tasks as assigned.

Physical Effort

Standing, bending, walking, stooping, kneeling, reaching, and lifting 10 to 30 pounds is required. May occasionally lift up to 45 pounds.

Working Conditions

Work is inside and outside, subject to exposure to heat, dirt, dust, mud, and chemical sprays. Protective safety gear is required.

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. Agency Code: 11

4. Standard Job Number: X5086

FLSA Status: N

5. Sensitive Position Code

0 - NO

1 - NON-CRITICAL

2 - CRITICAL

CLASSIFICATION ACTION

	10. Official Title of Position	Pay Plan	Series	Funct	Grade	Month	Day	Year	Initials
OPM									
Department									
Agency	Laborer	WG	3502		2	04	02	84	kgs
Field									

Official Title (Abbreviated): LBRER

17. Organizational Structure (Codes): 1st: 11

Name of Agency: Forest Service

Second Level

Third Level

Fourth Level

Fifth Level

Sixth Level

Seventh Level

Eighth Level

Signature of Supervisor Date

Typed Name and Title

Classification Certification

Katherine Q. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N5086

LABORER, WG-3502-2

Introduction

This position is located on a National Forest tree nursery which is concerned with the production and development of tree seed and seedlings for National Forest use. Work requires little or no specific skill, experience, or training.

General

The incumbent performs the following tasks which are typical, but not necessarily all inclusive:

Pulls and counts seedlings. Sorts according to size, appearance, and physical damage; culling criteria is clearly defined by work supervisor. Packs in boxes or bags for shipment. Threads seedlings for transplanting. Dusts and sprays seedbeds and nursery stock. Rakes and gathers moss and leaf mold. Unloads and bags cones.

Rakes seedbeds for sowing. Fertilizes plants. Plants grasses and legumes. Weeds seedbeds by hand or using hoe. Carries in screens and unrolls and removes for shading nursery stock. Turns water sprayers on or off.

May remove rocks and do general clean-up work of nursery area including operating power lawnmowers.

Skill and Knowledge

Performs jobs which are preceded by specific instructions from the supervisor who monitors the work in progress. Work is repetitive in nature, requiring little or no special experience or training. Some physical ability and manual skill is required in use of handtools such as shovels, garden trowels, rakes, etc. Knowledge to count, sort, and bundle seedlings is required.

Responsibility

Works under close supervision. Specific tasks are assigned verbally and/or by demonstration on a job-by-job basis. The employee is responsible for carrying out the tasks as assigned. Work is reviewed in progress and upon completion.

Physical Effort

The duties of this position require standing, walking, stooping, kneeling, pushing, and occasionally lifting and carrying heavy objects over 50 pounds.

Working Conditions

Work is performed inside and outside in all kinds of weather, subject to extremes of temperature and exposure to hot sun, dirt, dust, mud, and chemical sprays. Protective safety gear is required as directed.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 56012	4a. FLSA STATUS N	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE 0 - NO 1 - NON-CRITICAL 2 - CRITICAL	6. REASON FOR SUBMISSION CODE 1. ESTABLISH A NEW PERMANENT POSITION 2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION 4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION 5. REESTABLISH A PERMANENT POSITION 6. REESTABLISH AN OTHER THAN PERMANENT POSITION	7. OPM CERTIFICATION NO. 8. EMPLOYING OFFICE LOCATION 9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT.	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Laborer	WG	3502		2	04	02	84	kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
LBRER

15. WORKING TITLE (IF ANY) (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor — Date

Typed Name and Title

21. **Classification Certification:** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine O. Solberg — 4-2-84
Signature — Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

22. Supv. Cert.	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 23 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.	23. ORGANIZATIONAL STRUCTURE (CODES): 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH	24. POSITION NUMBER							
	25. PAY PLAN	26. OCCUP. SERIES CODE	FUNCT.	27. GRADE	28. EMPLOYING OFFICE CODE	29. AGENCY CODE	30. DUTY STATION: STATE CODE	CITY CODE	COUNTY CODE

31. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. W6012

LABORER, WG-3502-2

Introduction

This position is on a Forest Service unit and requires little or no special skill, experience, or training.

General

Performs a combination of the following tasks which are typical, but not necessarily all inclusive:

Cuts brush from trees, removes rocks, digs earth where cuts and fills are required in the construction of roads and trails.

Cuts brush along roads, cleans culvert pipe, sprays chemicals on brush and stumps.

Removes rocks and other debris left by motor grader from road maintenance. May serve as a helper in servicing equipment.

Picks up trash and debris; sweeps and mops floors of buildings.

Loads and unloads heavy boxes, supplies, and materials. Moves boxes, furniture, etc., by hand, handtruck, or dolly.

Digs post holes and sets posts; digs ditches where grading and sloping are not required; mixes and shovels concrete; fills holes with dirt and picks up rocks.

Runs hand and power lawnmowers; clears small trees and brush using hatchet, handsaw, or clipper.

Shovels snow, coal ashes; cleans fireplaces; collects and empties garbage cans; burns garbage and trash; washes and waxes cars and trucks by hand or using power buffer.

Uses common handtools and simple power tools. Heavy power tools, such as chain saws, may be used in a developmental capacity.

Skill and Knowledge

Skill in properly using a variety of common handtools, such as shovels, brush axes, wheelbarrows, handtruck, or dollies, etc., is required.

Knowledge in the use of power lawnmowers is required.

Responsibility

Performs routine and repetitive duties with specific instructions provided. The incumbent must use continual care, due to the nature of tools and equipment used, and the weight of objects handled. After getting instructions, may independently complete duties involving several distinct tasks or steps. Is responsible for compliance with and enforcement of safety rules and regulations.

Physical Effort

Assignments require moderately heavy physical effort in such tasks as occasionally lifting and carrying heavy objects weighing up to 50 pounds. Prolonged standing, stooping, walking, or bending is required.

Working Conditions

Work will often be outdoors, occasionally in bad weather, involving exposure to temperature extremes. Subject to insect and snake bites and other hazards of the outdoors. Indoor working conditions may be dirty, dusty, drafty, and noisy. Tools, equipment, etc., involved occasionally present chances of serious injury.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11

2. EMPL OFF CODE:

3. POSITION NUMBER:

4. STANDARD JOB NUMBER: NA002

4a. FLSA STATUS: N

5. SENSITIVE POSITION CODE:
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE:
- 1 ESTABLISH A NEW PERMANENT POSITION
- 2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
- 3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
- 4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
- 5 REESTABLISH A PERMANENT POSITION
- 6 REESTABLISH AN OTHER THAN PERMANENT POSITION

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer	WG	3502		2	09	02	84	kq
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): LBRER

15. WORKING TITLE, IF ANY (ABBREVIATED):

16. AGENCY USE:

17. ORGANIZATIONAL STRUCTURE (CODES): 1ST: 11

18. DUTY STATION:

19. NAME OF AGENCY: Forest Service

SECOND LEVEL:

THIRD LEVEL:

FOURTH LEVEL:

FIFTH LEVEL:

SIXTH LEVEL:

SEVENTH LEVEL:

EIGHTH LEVEL:

20. [illegible]

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification: [illegible]

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

[illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 WAS ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES):

23. POSITION NUMBER:

24. PAY PLAN:

25. OCCUP. SERIES CODE / FUNCT:

26. GRADE:

27. EMPLOYING OFFICE CODE:

28. AGENCY CODE:

29. DUTY STATION: STATE CODE / CITY CODE / COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED):

Agency Copy

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46--974

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6002

LABORER, WG-3502-2

Introduction

This position is established on a Ranger District of a National Forest to assist resource specialists with a wide variety of manual labor work. The incumbent performs routine, repetitive duties in accordance with specific directions as to what is to be done.

General

Loads and unloads trucks by lifting and carrying or using hand tools. Moves materials to specific locations and places or stacks according to clear instructions. Packs and unpacks material following specific instructions.

Uses a variety of hand tools in constructing and/or maintaining trails. Cuts trees and brush, removes rocks, cuts and places water bars, digs earth and rocks for cuts and fills.

Picks up litter and trash, cleans fireplaces, toilets, etc. in recreation areas. Fills holes in roads and parking areas, renails loose boards, replaces barriers, paints or stains buildings, signposts, and signs. Hauls trash to dump sites.

Under direction, mixes concrete and uses wheelbarrow to move to form locations. Pours concrete in forms, vibrates, smooths using trowel or screed. Dismantles forms and cleans up work area.

Digs post holes and sets and plumbs posts as directed. Drives steel posts to pre-specified depths. Unrolls, stretches, and fastens wire to fence posts. Attaches stays to fence.

Clears and levels ground for camping and picnic grounds. Assembles and helps place tables, signs, fireplaces, auto barriers and other equipment by lifting and placing components or complete structures.

Digs and backfills ditches as instructed.

Helps to assemble and place small culverts. Bolts sections together, smooths, tamps, and otherwise prepares culvert beds. Carries and places rocks for rip-rap, small dams, etc.

Performs emergency fire suppression work. Uses hand tools in constructing lines, hot spotting, etc.

Prunes trees using hand tools. Clears brush from trails, road sides and other areas. Under close supervision, piles and burns or scatters brush.

Plants tree seedlings and seeds or reseeds areas to improve appearance or erosion control.

Treats infested trees, bushes and noxious weeds by chemical spraying or other means, as instructed.

Skill and Knowledge

Has sufficient skill to use and maintain common hand tools. Skill in use of powered lawnmowers requires a higher degree of physical ability and attention than that involving use of simple hand tools.

Work is repetitive in nature. Duties may include several steps, and require the incumbent to exercise care to prevent accidents in carrying out work. Jobs are preceded by specific instructions from the supervisor who monitors work in progress.

Responsibility

The supervisor provides specific instructions as to the work to be done and the timeframe expected. Specific tasks are assigned verbally and/or by demonstration on a job-by-job basis. The employee then carries out the work which can require several uncomplicated steps.

Physical Effort

Assignments require occasionally lifting and carrying heavy objects over 50 pounds, and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes, and operation of tools under adverse conditions.

Working Conditions

Works out of doors in all kinds of weather. Conditions subject employee to possible injury from falls, plants, insects, exposure, dust, fumes, fire, falling material and other hazards in a forest environment. Must use proper protective gear, such as hardhat, goggles, shin-guards, and must perform all duties using safe methods.

46--976

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

AGENCY CODE	11	POSITION NUMBER		STANDARD JOB NUMBER	55087

CLASSIFICATION ACTION

BY	OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer Leader	WL	3502		2	09	02	84	
FIELD									

OFFICIAL TITLE ABBREVIATED: LBRR LDR

ORGANIZATIONAL STRUCTURE (CODES): 1ST 11

NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

Katherine G. Solberg 9-2-84

Signature Date

Typed Name and Title: Katherine G. Solberg

Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

-FSH 10/84 AMEND 3-

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5087

LABORER LEADER, WL-3502-2

Introduction

This position is on a National Forest tree nursery concerned with the production and development of tree seed and seedlings for National Forest use. The incumbent serves as a Leader of three or more employees as a regular and recurring part of the job.

General

Leader Duties

Provides work instructions to crew members. Works along with other employees and sets the pace. Demonstrates proper work methods. Ensures that needed plans, blueprints, materials, and tools are available and that needed stock is obtained from supply locations. Obtains needed information or decisions from supervisor on problems that come up during the work.

Answers questions of other workers on procedures, policies, written instructions, and technical orders. Ensures that there is enough work to keep all crewmembers productive. Checks work while in progress and when finished to see whether instructions have been met. Encourages employees to follow instruction received from supervisors and to meet deadlines. Assures that safety and housekeeping rules are followed.

Reports progress of work to supervisor and makes appropriate recommendations concerning work operations and problems (e.g., need for additional on-the-job training for individual employees).

Nonleader Duties

Performs a combination of the following tasks which are typical, but not necessarily all inclusive:

Pulls and counts seedlings. Sorts according to size, appearance, and physical damage; culling criteria is defined by work supervisor or quality control person. Packs in boxes or bales for shipment. Threads seedlings for transplanting. Dusts and sprays seedbeds and nursery stock. Rakes and gathers moss and leaf mold. Unloads and bags cones.

Rakes seedbeds for sowing. Plants and fertilizes grasses and legumes. Weeds seed-beds by hand or using hoe. Carries in screens and unrolls and removes for shading nursery stock. Turns water sprayers on or off.

May remove rocks and do general clean-up work of nursery area including operating power lawnmowers.

Skill and Knowledge

Knowledge of procedures, policies, written instructions, technical orders, and work methods.

Knowledge of the work performed by those led to effectively carry out the duties of a working leader.

Skill in motivation and leadership sufficient to ensure accomplishment of assigned tasks. Must be able to pass on work instructions and to demonstrate proper safe work methods.

Skill in the safe use of power lawnmowers and hand tools commonly associated with garden work (i.e., shovels, rakes, and weeding tools).

Responsibility

Supervisor provides instructions at the beginning of operations and as needed during operations. Standards of quantity and quality are established. Work may be spot checked during progress and is reviewed in detail upon completion to determine effectiveness of the crew.

Physical Effort

Standing, walking, stooping, kneeling, and lifting items weighing over 50 pounds is required.

Working Conditions

Work is inside and outside in all kinds of weather, subject to extremes of temperature, exposure to hot sun, dirt, mud, chemical sprays, and dust. Safety gear may be required.

46--979

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11

4. STANDARD JOB NUMBER: 31314

FLSA STATUS: N

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer Leader	WL	3502		2	09	02	84	
FIELD									

OFFICIAL TITLE (ABBREVIATED): LBRER LDR

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST: 11

NAME OF AGENCY: Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

Signature of Supervisor

Date

Typed Name and Title

Katherine O. Solberg

Signature

4-2-84

Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

-FSH 10/84 AMEND 3-

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6014

LABORER LEADER, WL-3502-2

Introduction

This position is on a Forest Service unit and serves as leader of three or more employees performing a variety of work requiring manual skill and prior experience or training.

General

Leader Duties

Provides work instructions to crew members. Works along with other employees and sets the pace. Demonstrates proper work methods. Ensures that needed plans, blueprints, materials, and tools are available and that needed stock is obtained from supply locations. Obtains needed information or decisions from supervisor on problems that come up during the work.

Answers questions of other workers on procedures, policies, written instructions, and technical orders. Ensures that there is enough work to keep everyone in the work crew productive. Checks work in progress and when finished ensures that supervisor's instructions on work sequence, procedures, methods, and deadlines are met. Urges or advises other employees to follow instructions received from supervisors and to meet deadlines. Assures that safety and housekeeping rules are followed

Reports progress of work to supervisor and makes appropriate recommendations concerning work operations and problems (e.g., need for additional on-the-job training for individual employees).

Nonleader Duties

Performs a combination of the following tasks which are typical, but not necessarily all inclusive:

Uses manual cutting tools and other equipment to clear brush and other equipment to clear or thin trees using a variety of TSI techniques.

Chops, saws, and piles slash and brush; operates power lawnmowers; prunes trees; plants seedlings; operates a torch and burns slash; cuts and clears brush and small trees from trails and recreation areas; lifts, carries, and loads equipment and supplies.

Performs tasks relating to recreation areas, sanitation and facilities maintenance such as, picks up trash, cleans fireplaces, sweeps and mops floors of building, cleans restrooms, etc. Fills holes in roads and other minor maintenance activities.

Skill and Knowledge

Skill in motivation and leadership sufficient to ensure accomplishment of assigned tasks. Must be able to pass on work instructions and to demonstrate proper safe work methods.

Knowledge of approved Forest Service work practices to apply written instructions and guidelines.

Skill in the safe use of hand and power tools such as axe, brush hook, and chain saws used for resource work, maintenance, and other work.

Responsibility

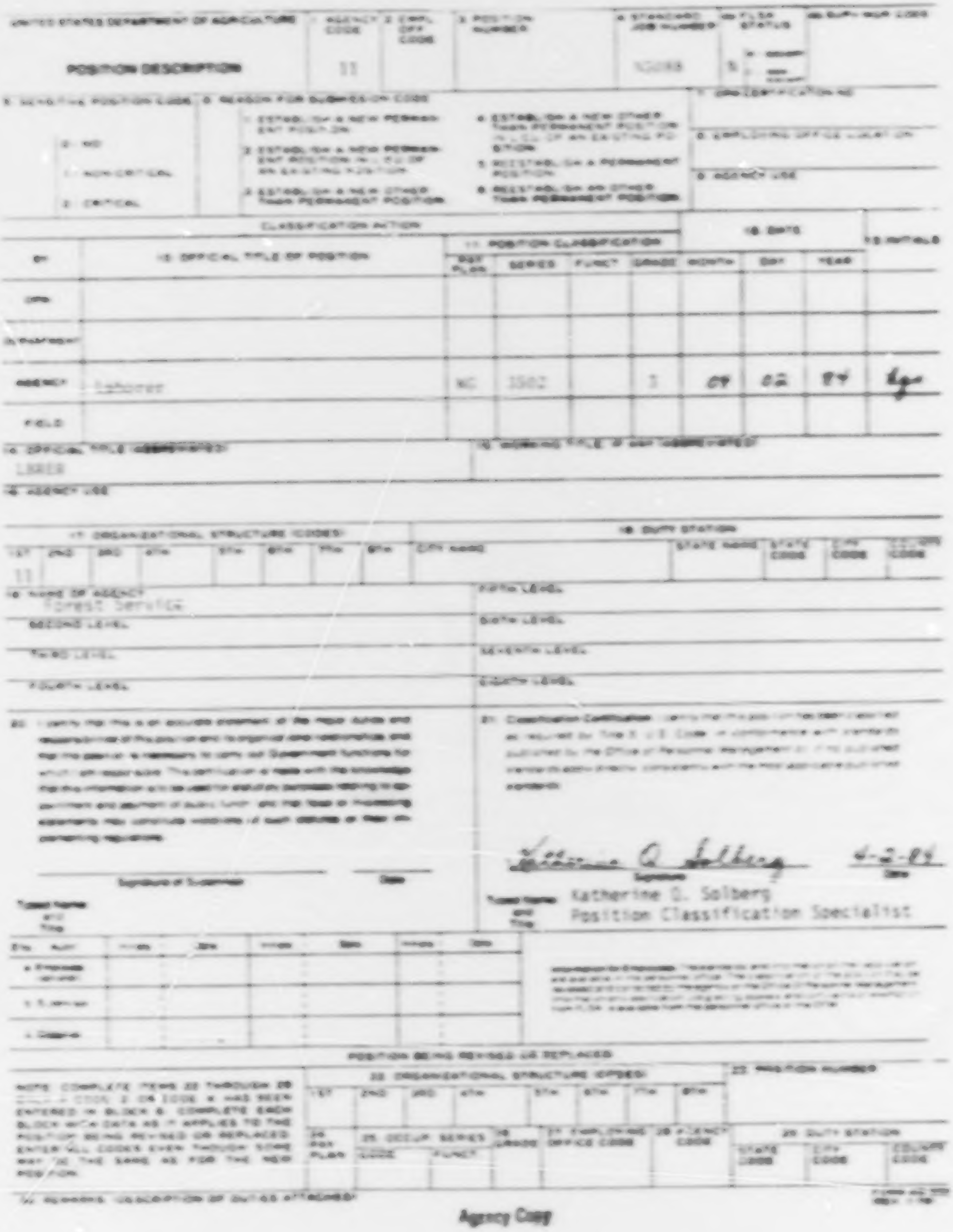
Supervisor provides instructions at the beginning of operations and on an as needed basis during operations. Standards of quantity and quality are established, work is reviewed during progress and upon completion to determine effectiveness of the crew.

Physical Effort

Ability is required in climbing over, under, and around logs and downed timber. Physical stamina is required in walking long distances over rough terrain and lifting objects over 50 pounds.

Working Conditions

Subject to falling trees, limbs, rolling logs, and the danger of poisonous plants, insects, and snakes. Exposed to all types of weather conditions, chemicals, heat and smoke from forest fires, and various types of injuries such as sprains and/or broken bones.



UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11

FLSA STATUS: N

CLASSIFICATION ACTION

BY	OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer	WG	3502		3	04	02	84	
FIELD									

OFFICIAL TITLE (ABBREVIATED): LBRER

ORGANIZATIONAL STRUCTURE (CODES) 1ST: 11

NAME OF AGENCY: Forest Service

Katherine O. Solberg 4-2-84

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N5088

LABORER, WG-3502-3

Introduction

This position is located on a National Forest tree nursery which is responsible for the management and protection of all reforestation activities on the nursery and seed orchard. The position performs a various manual labor tasks using a variety of hand and/or power tools.

General

As assigned, works as a member of a crew or individually. Using a variety of hand and power tools and equipment, performs such tasks as spraying, dusting seedlings, preparing soil, fertilizing, and mulching.

Lifts and grades tree seedlings and places into bundles/bags according to grade, weight, and numbers of seedlings. Works in seed extraction operation and performs tasks such as assisting in receiving, storing, and processing cones, cleaning seed, storing of seed and treating and stratifying seed for direct or nursery sowing.

Mows lawns and clips hedges using hand or power equipment. Makes adjustments to cutter mechanizes; cuts trees, using ax or chain saw. Periodically oils and cleans tools and equipment.

Skill and Knowledge

Skill in using a variety of hand tools such as axe, brush hooks, hand sprayers, weeding tools, scales, shovel, etc., and power equipment such as chain saws, lawn mowers, and strapping machine is required. Completion of projects requires prior work experience or training.

Knowledge of the maintenance and minor repair of tools and equipment to keep in good working condition for safe performance of tasks is required.

Ability to follow general instructions and complete work assignments which require remembering directions, sequences, etc.

Responsibility

Assignments are performed independently or as a member of a crew. Supervisor or leader reviews work upon completion of projects. Occasionally spot checks work in progress.

Physical Effort

Requires walking, standing, stooping, bending, and lifting objects over 50 pounds.

Working Conditions

Duties are performed primarily outside. Incumbent is subject to extremes in weather conditions, and danger from tools and power equipment used.

46-985

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	4a. FLSA STATUS	[illegible]
11			56023	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A [illegible] PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 REESTABLISH A PERMANENT POSITION
6 REESTABLISH AN OTHER THAN PERMANENT POSITION

7. [illegible]
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer	WG	3502		3	09	02	84	kqs
FIELD									

14. OFFICIAL TITLE ABBREVIATED: LBRER
15. WORKING TITLE, IF ANY, ABBREVIATED:
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. [illegible]

Signature of Supervisor
Date
Typed Name and Title

21. Classification Certification. [illegible]

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

[illegible]	Initials	Date	Initials	Date	Initials	Date
a. [illegible]						
b. Supervisor						
c. [illegible]						

[illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH
23. POSITION NUMBER
24. PAY PLAN
25. OCCUP SERIES CODE FUNCT
26. GRADE
27. EMPLOYING OFFICE CODE
28. AGENCY CODE
29. DUTY STATION STATE CODE CITY CODE COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

[illegible]

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6013

LABORER, WG-3502-3

Introduction

This position is on a Forest Service unit and requires manual skill and prior work experience or training. This position performs a wide variety of manual labor work using a variety of hand and/or power tools.

General

Uses manual cutting tools and power saws to scatter/clear brush and thin trees using a variety of TSI techniques. Constructs and repairs fences.

Lifts sacks and seedlings and places them in storage. Loads and unloads seedlings and plants them using a planting bar or planting machine.

Performs cleanup tasks and minor maintenance in recreation areas such as, mows, lawns, picks up trash and debris, and cleans restrooms.

Assists in prescribed burning by building firelines and starting backfires in the suppression of forest fires.

Chops, saws, chips, and piles brush; operates a torch and burns brush; prunes trees; plants seedlings; shovels gravel, dirt, and picks up rocks; cleans culverts and open tops; cleans and rebuilds trails; lifts, carries, and loads equipment and supplies.

May operate chain saw or other power equipment.

Skill and Knowledge

Performance of work requires manual skill and prior work experience or training.

Assigned jobs require use of common handtools and the ability to operate, clean, and control power equipment such as chain saws, augers, drills, jackhammers, etc.

Must exercise continual care and attention both to avoid accidents and to finish the work properly.

Completes assignments involving several tasks or processes which require remembering directions, sequences, etc.

Responsibility

For most duties, the supervisor does not give detailed instructions or provide continual supervision. Incumbent is responsible for completing work after getting initial oral or written instructions. Supervisor or leader reviews work upon completion of projects. Occasionally spot checks work in progress.

Physical Effort

Requires heavy physical effort in doing such tasks as frequently lifting and moving objects over 50 pounds. The work requires prolonged standing, bending, climbing, and/or walking over rough forest terrain.

Working Conditions

Subject to falling trees, snags, and limbs; rolling logs or rocks; falling while working on rough, rocky slopes and danger from poisonous plants, insects, and snakes. Subject to exposure to all types of weather and hazards from tools, equipment, and chemicals.

46-988

POSITION CLASSIFICATION HANDBOOK

POSITION DESCRIPTION

[illegible] 11

[illegible] %

CLASSIFICATION ACTION

[illegible]	Laborer	WG	3502		3	09	02	84	Kqs

LBRER

11

Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. [illegible]

21. [illegible]

Katherine Q. Solberg 4-2-84

Katherine Q. Solberg
Position Classification Specialist

[illegible]

POSITION BEING REVISED OR REPLACED

[illegible]

Agency Copy

-FSH 10/84 AMEND 3-

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6010

LABORER, WG-3502-3

Introduction

This position is on a Forest Service unit and requires manual skill and prior work experience or training. This position performs a wide variety of manual labor work using a variety of hand and/or power tools.

General

Independently loads and unloads trucks lifting and carrying or using hand trucks, moves materials to specific locations and places or stacks for storage, and packs and unpacks material.

Uses a variety of tools in constructing and/or maintaining trails. Cuts trees and brush, removes rocks, cuts and places water bars, digs loose boards, replaces barriers, paints or stains buildings, signposts, and signs. Hauls trash to dump sites.

Digs post holes and sets and plumbs posts. Drives steel posts to prespecified depths. Unrolls, stretches, and fastens wire to fence posts. Attaches stays to fence.

Clears and levels ground prior to the installation of camp and picnic ground structures and facilities. Assembles and helps place tables, signs, auto barriers, fireplaces, and other equipment by lifting, moving, and placing components or complete structures.

Digs and backfills ditches assuming responsibility for following instructions regarding alignment, width and depth.

Assembles and places small culverts. Bolts sections together, smooths, tamps, and otherwise prepares culvert beds. Carries and places rocks for rip-rap, small dams, etc.

Performs emergency fire suppression work. Uses hand tools as a fully trained worker in constructing lines, hot spotting, etc.

Prunes trees using hand and/or power tools. Prunes to specified heights, etc. Removes trees from timber stands in thinning operations using hand and/or power tools to cut or girdle. Clears brush from trails, roadsides and other areas.

Plants tree seedlings with responsibility for independently following instructions regarding spacing, care of seedlings, etc. Seeds or reseeds areas to improve appearance or provide erosion control.

Treats infested trees, bushes, and noxious weeds by chemical spraying or other means as instructed.

Skill and Knowledge

Prior experience or training have provided the incumbent with manual skills and the ability to use and maintain common hand and power tools.

Knowledge of the maintenance and minor repair of tools and equipment to keep in good working condition for safe performance of tasks is required. Has the ability to complete assignments which may be single-step operations or several steps.

Responsibility

The supervisor or leader normally outlines the requirements of the work to be done at the job site. Detailed instruction is not given since the employee is capable of carrying out the work independently. Employee is responsible for completing work which is occasionally spot checked in progress.

Physical Effort

Assignments often require heavy lifting, over 50 pounds, and strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes, and operation of power tools under adverse conditions.

Working Conditions

Usually works out of doors in all kinds of weather. Conditions subject employee to possible injury from falls, plants, insects, exposure, dust, dirt, fumes, fire, falling material and other hazards in a remote forest environment. Must use proper protective gear, such as hard-hat, goggles, shin-guards, etc., and must perform all duties using safe methods.

46-991

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

Agency Code: 11

Standard Job Number: 96311

FLSA Status: N

CLASSIFICATION ACTION

By	Official Title of Position	Pay Plan	Series	Funct	Grade	Month	Day	Year	Initials
OPM									
DEPARTMENT									
AGENCY	Laborer Leader	WL	3502		1	06	02	84	
FIELD									

Official Title Abbreviated: LBRER LDR

Organizational Structure Codes: 1st 11

Name of Agency: Forest Service

Katherine Q. Solberg 6-2-84

Signature Date

Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

POSITION BEING REVISED OR REPLACED

Agency Copy

-FSH 10/84 AMEND 3-

BEST COPY AVAILABLE

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6015

LABORER LEADER, WL-3502-3

Introduction

This position is on a Forest Service unit. The position serves as leader of a crew of at least three WG-2 and WG-3 laborers performing a wide variety of manual work in support of unit resource specialists.

Leader Duties

Provides work instructions to crew members and gets work started. Works along with other employees and sets the pace. Demonstrates proper work methods. Ensures that needed plans, blueprints, materials, and tools are available and that needed stock is obtained from supply locations. Obtains needed information or decisions from supervisor on problems that come up during the work.

Answers questions of other workers on procedures, policies, written instructions, and technical orders. Ensures that there is enough work to keep everyone in the work crew productive. Checks work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met. Urges or advises other employees to follow instructions received from supervisors and to meet deadlines. Assures that safety and housekeeping rules are followed

Reports progress of work to supervisor and makes appropriate recommendations concerning work operations and problems (e.g., need for additional on-the-job training for individual employees).

Non-Leader Duties

Uses a variety of hand and power tools in constructing and maintaining trails, clearing brush, thinning and pruning timber stands, maintaining and constructing recreation areas and facilities, earth moving, release of timberlands, and brush disposal.

Plants seedlings; treats infested trees; removes bushes and noxious weeds by burning or chemical spraying; lifts, carries, loads, and unloads equipment and supplies.

Clears and levels ground prior to the installation of camp and picnic ground structures and facilities. Assembles and places tables, signs, fireplaces, auto barriers and other items.

Performs emergency fire suppression work.

Skill and Knowledge

Knowledge of the operation and maintenance of common hand and power tools to be able to operate and perform minor repair of tools.

Prior work experience or training have provided the incumbent with manual skills.

Skill in motivating and leading others

Knowledge of Forest Service work practices, written instructions and guidelines.

Ability to convey instructions understandably and to demonstrate proper and safe work methods in operations which require correct sequencing of several steps.

Responsibility

The supervisor indicates work to be done as well as standards and deadlines to be met before the project begins. The work of the group is checked in progress and upon completion for overall productivity, quality and safety.

Physical Effort

Assignments often require very heavy lifting, over 50 pounds, strenuous physical effort, prolonged standing and walking, stooping and bending, climbing over uneven forest terrain and up steep slopes, and operation of power tools under adverse conditions.

Working Conditions

Usually works out-of-doors in all kinds of weather conditions. Possibility of injury exists from lifting heavy objects, rough terrain, falls, plants, insects, animals and other hazards in a forest setting many of which are remote. Subject to exposure to dust, dirt, fire, and falling materials. Must use proper protective gear, shin-guards, hardhats, goggles, etc., and perform all duties using safe methods.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 56001	5a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	5b. [illegible] CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 - ESTABLISH A NEW PERMANENT POSITION
2 - ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 - ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 - ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 - REESTABLISH A PERMANENT POSITION
6 - REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION: PAY PLAN	SERIES	FUNCT	GRADE	12. DATE: MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Laborer Leader	WL	3502		3	09	02	84	[illegible]
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
LBRER LDR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title

21. Classification Certification: I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine O. Solberg
Signature
9-2-84
Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

PD Audit	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and on rights to review, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES: CODE	FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION: STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
REV. [illegible]

Agency Copy

Standard Job No. N6011

LABORER LEADER, WL-3502-3

Introduction

This position is on a Forest Service unit and serves as Leader of three or more WG-2 and WG-3 employees performing a variety of work requiring manual skill and prior work experience or training.

Leader Duties

Provides work instructions to crew members and gets work started. Works along with other employees and sets the pace. Demonstrates proper work methods. Ensures that needed plans, blueprints, materials, and tools are available and that needed stock is obtained from supply locations. Obtains needed information or decisions from supervisor on problems that come up during the work.

Answers questions of other workers on procedures, policies, written instructions, and technical orders. Ensures that there is enough work to keep everyone in the work crew productive. Checks work while in progress and when finished to see whether the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met. Urges or advises other employees to follow instructions received from supervisors and to meet deadlines. Assures that safety and housekeeping rules are followed.

Reports progress of work to supervisor and makes appropriate recommendations concerning work operations and problems (e.g., need for additional on-the-job training for individual employees).

Nonleader Duties

Maintains and repairs minor damage to recreation facilities, administrative sites, dwellings, workshops and lookout towers. Reports on condition and use of areas. Constructs and repairs fences.

Shovels gravel, dirt, and picks up rocks; cleans culverts and open tops; cleans and rebuilds trails; makes cement; lifts, carries objects; pushes wheelbarrows, loads and unloads equipment and supplies.

Operates chain saws and other power equipment.

Skill and Knowledge

Skill in motivation and leadership sufficient to ensure accomplishment of assigned tasks. Must be able to pass on work instructions and demonstrate proper and safe work methods.

Knowledge of approved Forest Service work practices to apply written instructions and guidelines.

Skill in the safe use of hand and power tools such as axe, brush hook, and chain saws used in resource work, maintenance and other work.

Responsibility

Supervisor provides instructions at the beginning of new work operations and on an as-needed basis during operations. Standard of quantity and quality is established when work is reviewed during progress and upon completion to determine effectiveness of the crew.

Physical Effort

Requires heavy physical effort and agility in climbing over, under, and around obstacles. Physical stamina is required in lifting and moving objects weighing over 50 pounds and pushing heavy wheelbarrow loads of cement, etc.

Working Conditions

Works outside in all kinds of weather, and inside in areas that may be dusty, drafty, and noisy. Subject to poisonous plants, insects, snakes, and other hazards of the outdoors. The equipment, tools, and tasks require special care and safety precautions to avoid serious injury.

46--997

POSITION CLASSIFICATION HANDBOOK

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 46001	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 REESTABLISH A PERMANENT POSITION
6 REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Carpenter	WG	4607		9	04	02	84	kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
CRPNTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

EVAL AUDIT	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 WAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST 2ND 3RD 4TH 5TH 6TH 7TH 8TH
23. POSITION NUMBER
24. PAY PLAN
25. OCCUP. SERIES CODE FUNCT
26. GRADE
27. EMPLOYING OFFICE CODE
28. AGENCY CODE
29. DUTY STATION STATE CODE CITY CODE COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6001

CARPENTER, WG-4607-9

Introduction

This position is located in a Forest Service unit to perform carpenter duties.

General

Performs a variety of journeyman carpentry tasks involving planning and completing projects from initial layout to final installation. Constructs and/or repairs such items as toilets, warehouses, garages, residences, roofs, etc. Remodels building interiors, constructs and installs campground tables, barriers, bridges, etc. Installs doors, builds staircases, etc. Builds forms and pours concrete.

May as a secondary purpose and on an assigned basis construct cabinets, crates, paint structures, stain signs, etc.

Skill and Knowledge

Must have a knowledge of and skill in using any of the accepted trade methods and techniques. Must know how to set up, adjust, and adopt hand and power tools to accomplish difficult tasks.

Must be able to sharpen saws, tools and accessories. Must have the ability to read, interpret, and apply building plans, specifications, blueprints, sketches, and building codes.

Responsibility

Supervisor assigns work orally or through work orders. Incumbent determines materials and equipment from a wide variety of selections and makes substitutes on own initiative. Fitting and installing require close attention to specifications, blueprints, and sketches without assistance or supervision, except on the most complicated projects.

Physical Effort

Work requires considerable standing, stooping, and bending. Work is on ladders and scaffolds which requires working overhead or in stretched, cramped, or awkward positions. Arm movement is considerable when nailing and using such tools as handsaws and planners. May occasionally lift and carry items that weigh up to 50 pounds.

Working Conditions

Some work is done inside a shop where the worker is subject to cuts from hand or power tools and danger from flying splinters and chips. Shop work is also unpleasant due to the presence of sawdust in the air. Frequently works outside in all kinds of weather. There are times when protection from weather conditions is limited to unheated building shells. Works on scaffolding and high ladders or rooftops when nailing and installing completed items.

UNITED STATES DEPARTMENT OF AGRICULTURE **POSITION DESCRIPTION**	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER 96003	4a. FLSA STATUS N E - EXEMPT N - NON-EXEMPT	4b. SUPV./MGR. CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Motor Vehicle Operator	WG	5703		5	09	02	84	Kgo
FIELD									

14. OFFICIAL TITLE (ABBREVIATED) MOTOR VEHCL OPERTR

15. WORKING TITLE IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)								18. DUTY STATION				
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor Date

Typed Name and Title

21. **Classification Certification:** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine O. Solberg 9-2-84
Signature Date

Typed Name and Title Katherine O. Solberg
Position Classification Specialist

Emp. Rev.	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and on complaints on exemption from FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)								23. POSITION NUMBER
1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 [illegible]

Agency Copy

A 0

Standard Job No. N6003

MOTOR VEHICLE OPERATOR, WG-5703-5

Introduction

The position is on a Forest Service unit to operate motor vehicles.

General

Operates pickup trucks, carryalls, automobiles, jeeps, station wagons, etc., which are capable of carrying loads of up to one ton. Vehicles may have up to four forward speeds and are equipped with the normal array of driving controls. Vehicles are driven on and off roads, through all kinds of traffic, terrain, and weather for the purpose of hauling passengers, carrying cargo, and/or towing equipment. Loads and unloads the vehicle, ensuring that loads are adequately protected.

Is responsible for minor vehicle maintenance, bringing major maintenance problems to the supervisor's attention, vehicle servicing, and vehicle recordkeeping and inspection.

Skill and Knowledge

Must be skilled in handling the controls for starting, stopping, backing and driving the vehicle. Must know the height, width, length and weight of the vehicle in order to judge overhead and side clearances, turning radius, braking distance, and the safest distance to be maintained from a preceding vehicle. Must also determine shortest and safest routes, and proper loading of vehicle.

Responsibility

Supervisor indicates type of vehicle to be operated, destination, purpose of trip, and required work. Is responsible for the comfort of passengers and the safe conduct of passengers or cargo to their destination. Must oversee and assist in loading and unloading vehicle.

Physical Effort

Moderate physical effort is required in the frequent handling of objects weighing up to 20 pounds and the occasional handling of objects weighing over 50 pounds while loading and unloading cargo.

Working Conditions

Work is outside and in all kinds of weather. Operator is exposed to possibility of serious accidents.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N6004	4a. FLSA STATUS E	4b. SUPVY/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Motor Vehicle Operator	WG	5703		6	04	02	84	
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
MOTOR VEHCL OPERTR

15. WORKING TITLE (IF ANY) (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. [illegible]

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification. [illegible]

Katherine Q. Solberg

Signature

4-2-84

Date

Typed Name and Title

Katherine Q. Solberg
Position Classification Specialist

Ers.	Auth.	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							

[illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

[illegible]

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. 16004

MOTOR VEHICLE OPERATOR, WG-5703-6

Introduction

This position is on a Forest Service unit to operate motor vehicles.

General

Operates cargo vans, stock trucks, small buses of 10-20 passenger capacity, etc., which are capable of carrying loads of more than one ton but less than four tons. Vehicles may have up to five forward speeds and are equipped with the normal array of driving controls. Vehicles are driven on and off roads, through all kinds of traffic, terrain, and weather for the purpose of hauling cargo or passengers. Loads and unloads the vehicle, sees that the vehicle is loaded properly, and that the load is adequately protected.

Is responsible for minor vehicle maintenance, bringing major maintenance problems to the supervisor's attention, vehicle servicing, and vehicle recordkeeping and inspection.

Skill and Knowledge

In addition to basic driving skills used for conventional vehicles, the operator must know how to use the additional forward speeds and driving wheels and be skilled in using the controls. Because of the size and weight of the vehicle, and laws regarding the use on some roads, the operator must make difficult judgments regarding operations and route selection. Special purpose vehicles require the use of power takeoff to transfer power to the equipment, and skill in the use of levers, buttons, pedals, etc. to control the equipment.

Responsibility

Supervisor indicates type of vehicle to be operated, destination, purpose of trip, and work to be done. Is responsible for the comfort of passengers and the safe conduct of the passengers or cargo to their destination. Must oversee and assist in loading and unloading the vehicle. Safely operates special purpose equipment to prevent injury to others and damage to property.

Physical Effort

Moderate physical effort is required due to equipment size and the requirement for loading and unloading.

Working Conditions

Work is outside and in all kinds of weather. Operator is exposed to possibliity of serious accidents.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE 11	2. EMPL OFF CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N4005	5a. FLSA STATUS E E - EXEMPT N - NON-EXEMPT	5b. SUPV/MGR CODE

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION				12. DATE			13. INITIALS
		PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	
OPM									
DEPARTMENT									
AGENCY	Motor Vehicle Operator	WG	5703		7	04	02	84	kg
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
MOTOR VEHCL OPERTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date

Typed Name and Title

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature

4-2-84
Date

Typed Name and Title
Katherine Q. Solberg
Position Classification Specialist

22. AUDIT	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. [illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES		26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION		
	CODE	FUNCT				STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332
[illegible]

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6005

MOTOR VEHICLE OPERATOR, WG-5703-7

Introduction

This position is on a Forest Service unit to operate motor vehicles.

General

Operates cargo vans, stock trucks, buses with a capacity of more than 20 passengers, etc., which are capable of carrying loads weighing four tons or more. Vehicles usually have two or more gear ranges capable of providing six or more forward speeds, and are usually equipped with air brakes. Vehicles are driven on and off roads, through all kinds of traffic, terrain, and weather for the purpose of hauling cargo or passengers. Loads and unloads vehicle, sees that vehicle is loaded properly, and that the load is protected.

Is responsible for minor vehicle maintenance, bringing major maintenance problems to the supervisor's attention, vehicle servicing, and vehicle recordkeeping and inspection.

Skill and Knowledge

Advanced skill and knowledge are required to operate this class of vehicle because of gear range, additional forward speeds and driving wheels. Skill in use of brakes and gear shift controls on steep grades is necessary to maintain control of heavy vehicles and heavy loads. Judgment is required as equipment bulk restricts the operator's view.

Responsibility

Supervisor indicates type of vehicle to be operated, destination, purpose of trip, and work to be done. The operator determines the route to be followed, taking into consideration clearances of underpasses, alternate bypass routes, etc. The operator is responsible for the careful and safe operation of special purpose equipment to prevent injury to others and damage to property.

Physical Effort

Moderate to strenuous physical effort is required, including lifting heavy loads.

Working Conditions

Work is outside and in all kinds of weather. Operator is exposed to possibility of serious accidents.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N6006	4a. FLSA STATUS N

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Engineering Equipment Operator	WG	5716		8	04	02	84	[illegible]
FIELD									

14. OFFICIAL TITLE ABBREVIATED
ENGRG EQUIP OPERTR

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. [illegible]

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification: [illegible]

Katherine Q. Solberg 4-2-84

Signature

Date

Typed Name and Title Katherine Q. Solberg
Position Classification Specialist

Information for Employees: [illegible]

POSITION BEING REVISED OR REPLACED

NOTE: [illegible]

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN

25. OCCUP. SERIES CODE FUNCT

26. GRADE

27. EMPLOYING OFFICE CODE

28. AGENCY CODE

29. DUTY STATION STATE CODE CITY CODE COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

BEST COPY AVAILABLE

Standard Job No. N6006

ENGINEERING EQUIPMENT OPERATOR, WG-5716-8

Introduction

This position is established on a Forest Service unit to operate engineering equipment.

General

Operates gasoline or diesel powered engineering and construction equipment with wheeled or crawler type traction, e.g., graders, tractors with dozer blades, front-end loaders, back hoes, large industrial tractors with pan or scraper attachments, etc. On flat or rolling terrain operates one or more types of equipment to push, pull, pile, or load material such as sand, gravel, or earth; to clear brush; tree stumps, and rocks; plow snow on forest roads, etc. There is no requirement for grading work in other than a trainee capacity.

Performs maintenance and makes minor repairs and adjustments. Reports major mechanical repairs to supervisor. Services equipment, makes equipment inspections, and maintains proper records.

Skill and Knowledge

Must know the uses of different sets of controls for operation of the equipment and attachments and be skilled in handling these controls. Use of the different controls at the same time requires good hand, foot, and eye coordination. Must have basic knowledge of the nature of soil and features of the terrain to determine the proper approach according to the condition of the surface and subsurface. Must be able to maneuver equipment in confined areas.

Responsibility

The supervisor provides oral or written instructions concerning job location and work to do. Work is performed largely without direct supervision. Must remain constantly alert and operate equipment carefully, especially when near other persons or buildings, to prevent injury to others or damage to equipment.

Physical Effort

Heavy physical effort is required plus excellent coordination. Considerable strain is caused by constant vibration, jerking, and jolting.

Working conditions

Work is performed in all kinds of weather on hills, roads, etc. Operator is subject to injury as a result of accidents due to equipment overturning, as well as subject to noise, vibration, dust, dirt, and fumes.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE: 11
2. EMPL OFF CODE:
3. POSITION NUMBER:
4. STAND PD JOB NO.: N6007
4a. FLSA STATUS: N (E - EXEMPT, N - NON-EXEMPT)
4b. SUPV/MGR CODE:

5. SENSITIVE POSITION CODE
0 - NO
1 - NONCRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 REESTABLISH A PERMANENT POSITION
6 REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.
8. EMPLOYING OFFICE LOCATION
9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION PAY PLAN	SERIES	FUNCT	GRADE	12. DATE MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Engineering Equipment Operator	WG	5716		10	04	02	84	kgs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED): ENGR EQUIP OPERTR
15. WORKING TITLE, IF ANY (ABBREVIATED):
16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY: Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor — Date

Typed Name and Title

21. **Classification Certification.** I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine O. Solberg — 4-2-84
Signature — Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

[illegible]	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Office of Personnel Management. Information on classification/job grading appeals, and on claims under the FLSA, is available from the personnel office or the OPM.

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES) 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP SERIES CODE	FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

FORM AD-332 REV. [illegible]

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. N6007

ENGINEERING EQUIPMENT OPERATOR, WG-5716-10

Introduction

This position is established on a Forest Service unit to operate engineering equipment.

General

Operates one or more heavy gasoline or diesel powered wheeled or crawler type engineering and construction equipment to excavate, backfill, or grade to rough specifications on such projects as roads, ditches, or construction sites. Moves earth and rock, piles brush, pulls planting equipment, etc. on mountains with steep slopes. Does some fine grading in a trainee capacity.

Performs preventive maintenance and makes minor repairs and adjustments. Reports major mechanical repairs to supervisor. Services equipment, makes equipment inspections, and maintains proper records.

Skill and Knowledge

Must be very skillful in the use of different sets of controls in order to grade surfaces to rough or fine specifications by adjusting attachments while the vehicle is in motion on all types of terrain. Good depth perception and a high degree of concentration are required to perform the operations necessary to grade the surface. Must have knowledge of the purpose and limitations of a variety of attachments.

Responsibility

Supervisor gives oral instructions or written work orders. Performs difficult tasks of rough grading the earth to the general contour desired as well as fine surfacing on flat or rolling terrain. Performs work without direct supervision. There is significant responsibility for safe equipment operation since work is done on rough terrain.

Physical Effort

Work is performed in all kinds of weather on hills, roads, steep grades, etc. Operator is exposed to injury, noise, vibration, etc.

Working Conditions

Strenuous physical effort and excellent condition are required. Extensive strain is caused by constant vibration, jerking, and jolting.

UNITED STATES DEPARTMENT OF AGRICULTURE

POSITION DESCRIPTION

1. AGENCY CODE	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER	5. FLSA STATUS	6. SUPV-MGR CODE
11			N6008	N	

5. SENSITIVE POSITION CODE
0 - NO
1 - NON-CRITICAL
2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1 ESTABLISH A NEW PERMANENT POSITION
2 ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3 ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4 ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5 REESTABLISH A PERMANENT POSITION
6 REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	PAY PLAN	SERIES	FUNCT	GRADE	MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Automotive Mechanic	WG	5823		10	09	02	84	
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
AUTMTV MECH

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
11							

18. DUTY STATION

CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE

19. NAME OF AGENCY
Forest Service
SECOND LEVEL
THIRD LEVEL
FOURTH LEVEL
FIFTH LEVEL
SIXTH LEVEL
SEVENTH LEVEL
EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor
Date
Typed Name and Title

21. Classification Certification: I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine Q. Solberg
Signature
4-2-84
Date
Typed Name and Title: Katherine Q. Solberg
Position Classification Specialist

Sig. Auth.	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. [illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 HAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES)

1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH

23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES CODE	FUNCT	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332

Agency Copy

POSITION CLASSIFICATION HANDBOOK

Standard Job No. W6006

AUTOMOTIVE MECHANIC, WG-5823-10

Introduction

This position is established in a Forest Service unit to maintain and repair automotive equipment.

General

Performs complete overhaul and repair of complex major assemblies such as engines, transmissions, tranfer cases, and front and rear axle assemblies. Uses a variety of specialized testing equipment to accurately determine vehicle deficiencies and diagnose malfunctions. Accurately diagnoses, by use of test equipment, and performs repair of major components such as steering, lifting hydraulic assemblies, air and vacuum control mechanisms, and other related items. During the course of indicated repairs properly installs, rebuilds, and overhauls parts, components, and assemblies. Diagnoses and corrects malfunctions of various types of emission control systems.

Uses a variety of specialized testing equipment in order to accurately determine engine performance and diagnose source of malfunctions including intake manifold vacuum gauge, compression tester, spark and exhaust gas analyzer, etc. Considers such indications of trouble as excessive smoking, rough idling, uneven compression, crankshaft knock, piston slap, as well as other noises caused by defective accessories. Based upon test observations, disassembles engines and other assemblies to the point of removing or overhauling defective units. Makes micrometer or dial indicator dimensional and angular measurements to determine the degree of wear and probable repair sequences necessary to correct the malfunctions. During course of repair installs rings, piston liners, mainbearings, connecting rod bearings, piston pins and bushings, grinds and reseats valves using valve grinding machine and reseat grinder, replacing weak springs, warped valves and worn valve guides. After major overhaul, reinstalls engines in equipment, reconnecting fuel, oil, water, hydraulic control and air lines, and connecting crankshaft and clutch to drive line.

Accomplishes complete engine tuneup for maximum efficiency on new and overhauled equipment. Overhauls carburetor, distributor, ignition, steering, and starter. Repairs and rebuilds electircal systems indicated by tracing vehicle electrical circuits and ascertaining condition of wiring and other components. Rewires complete circuit covering ignition, starter, generator, and lighting circuits as required by condition of insulation, short circuits, or current drop. Adjusts and/or replaces voltage regulator, switches, relays, solenoids, and related electrical units on 6-, 12-, and 24-volt systems.

May travel to field locations, inspect vehicles and make needed repairs on the spot or return the vehicle to the Forest Service shop or commercial shop for repairs. For work sent to commerical shops, the incumbent prepares work orders describing work to be done, inspects completed work to ensure the job is completed and that charges are realistic and reasonable.

Maintains equipment in good condition and completes records, invoices, and requisitions. Makes formal vehicle inspections as required.

May, as an incidental assignment, perform bodywork, welding, or painting.

Skill and Knowledge

Must have knowledge of the makeup, operation, and installation of all components, assemblies, and systems of vehicles such as engines, transmissions, front- and rear-end assemblies, power steering and braking mechanisms, and air-conditioning, electrical, and hydraulic systems. Must have the ability to determine when and how far major components should be torn down, what parts and mechanisms can be reworked and refitted or should be replaced with new parts, and types and extent of adjustment and alignment required. Must have the skill needed to remove and tear down major components and assemblies, such as engines and transmissions, and to rebuild, adjust, reinstall, align, and mesh such components and assemblies. Must have skill in the use of bench lathes, grinding and seating equipment, clutch pilot and gear-puller tools, and common handtools. Must also have skill in the use of a wide variety of test equipment, for example, test stands, oscilloscopes, compression gauges, special feeler and dial gauges, exhaust analyzers, and engine and chassis dynamometers.

Responsibility

Supervisor assigns work orally or through work orders. The mechanic determines the type and extent of repair needed, and completes repairs with little or no check during their progress or upon completion. In rebuilding major components and assemblies, such as differentials, transmissions, and engines, the mechanic obtains and follows clearance and fitting specifications found in repair and manufacturer manuals. Completes aligments and adjustments of the various components and assemblies according to specifications. The supervisor ensures that overall work meets accepted trade standards.

Physical Effort

Work involves crawling, bending, standing, and working in various strained positions for a considerable portion of working time; close hand and eye coordination in performing critical assembly and adjustment tasks; heavy lifting, pulling or pushing of heavy assemblies.

Working Conditions

Works both in and outdoors. Workplace is frequently damp and inadequately heated. Subject to cuts and abrasions when using handtools in confined places. Subject to dermatitis from contact with solvents, lubricants, and fuels.

UNITED STATES DEPARTMENT OF AGRICULTURE POSITION DESCRIPTION	1. AGENCY CODE 11	2. EMPL. OFF. CODE	3. POSITION NUMBER	4. STANDARD JOB NUMBER N6009	4a. FLSA STATUS X a. Exempt b. Non-exempt	4b. SUPVR/MGR CODE

5. SENSITIVE POSITION CODE
- 0 - NO
- 1 - NON-CRITICAL
- 2 - CRITICAL

6. REASON FOR SUBMISSION CODE
1. ESTABLISH A NEW PERMANENT POSITION
2. ESTABLISH A NEW PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
3. ESTABLISH A NEW OTHER THAN PERMANENT POSITION
4. ESTABLISH A NEW OTHER THAN PERMANENT POSITION IN LIEU OF AN EXISTING POSITION
5. REESTABLISH A PERMANENT POSITION
6. REESTABLISH AN OTHER THAN PERMANENT POSITION

7. OPM CERTIFICATION NO.

8. EMPLOYING OFFICE LOCATION

9. AGENCY USE

CLASSIFICATION ACTION

BY	10. OFFICIAL TITLE OF POSITION	11. POSITION CLASSIFICATION: PAY PLAN	SERIES	FUNCT.	GRADE	12. DATE: MONTH	DAY	YEAR	13. INITIALS
OPM									
DEPARTMENT									
AGENCY	Cook	WG	7404		8	09	02	84	Kqs
FIELD									

14. OFFICIAL TITLE (ABBREVIATED)
COOK

15. WORKING TITLE, IF ANY (ABBREVIATED)

16. AGENCY USE

17. ORGANIZATIONAL STRUCTURE (CODES): 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	18. DUTY STATION: CITY NAME	STATE NAME	STATE CODE	CITY CODE	COUNTY CODE
11												

19. NAME OF AGENCY
Forest Service

SECOND LEVEL

THIRD LEVEL

FOURTH LEVEL

FIFTH LEVEL

SIXTH LEVEL

SEVENTH LEVEL

EIGHTH LEVEL

20. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Signature of Supervisor

Date

Typed Name and Title

21. Classification Certification. I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Katherine O. Solberg 4-2-84

Signature Date

Typed Name and Title: Katherine O. Solberg
Position Classification Specialist

Sig. Auth.	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)						
b. Supervisor						
c. Classifier						

Information for Employees. [illegible]

POSITION BEING REVISED OR REPLACED

NOTE: COMPLETE ITEMS 22 THROUGH 29 ONLY IF CODE 2 OR CODE 4 WAS BEEN ENTERED IN BLOCK 6. COMPLETE EACH BLOCK WITH DATA AS IT APPLIES TO THE POSITION BEING REVISED OR REPLACED. ENTER ALL CODES EVEN THOUGH SOME MAY BE THE SAME AS FOR THE NEW POSITION.

22. ORGANIZATIONAL STRUCTURE (CODES): 1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	23. POSITION NUMBER

24. PAY PLAN	25. OCCUP. SERIES: CODE	FUNCT.	26. GRADE	27. EMPLOYING OFFICE CODE	28. AGENCY CODE	29. DUTY STATION: STATE CODE	CITY CODE	COUNTY CODE

30. REMARKS (DESCRIPTION OF DUTIES ATTACHED)

FORM AD-332 (REV. 1-79)

Agency Copy

Standard Job No. N6009

COOK, WG-7404-8

Introduction

This position is established on a Forest Service unit to perform a full range of cooking duties.

General

Performs the full range of cooking in an established kitchen, tent, or spike camp. Prepares a full variety of meats, poultry, seafood, vegetables, sauces, salads, and gravies. Bakes rolls, bread, pies, cakes, and cookies. Plans menus, orders food, directs assistants and helpers, and keeps kitchen clear and sanitary. Prepares menu items using special or complex recipes involving many steps, ingredients, or long preparation time, e.g., spaghetti sauce, sweet and sour pork, etc. Ensures that food is properly stored and that all sanitary requirements are adhered to.

Skill and Knowledge

Skill is needed to plan, coordinate, and time the sequences of steps needed to have menu items ready for serving at mealtime without overcooking or waste. Must be able to adjust recipes according to the number of servings needed. Must know the characteristics of various raw and cooked foods in deciding that raw foods are fresh, and judging the final product by color, consistency, temperature, odor, and taste.

Responsibility

Within the framework of accepted methods or recipes for the foods being prepared, must make decisions regarding menus and recipe adjustments for the number of servings and size of equipment to use. The supervisor ensures that overall work meets accepted standards.

Physical Effort

Frequently lifts objects weighing up to 30 pounds; occasionally lifts items weighing up to 50 pounds. Incumbent is constantly on his or her feet.

Working Conditions

Work areas are often warm and noisy and may occasionally be in tents in remote areas. Cooks are exposed to steam, fumes, odors, cuts, burns, falls, etc.